

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 9, 1947

MEMORANDUM NO. 1183

Clearance and Distribution of Cables
and Other Foreign Communications

FILED

JAN 14 1947

PLEASE RETURN TO
SECRETARY'S RECORDS

U. S. D. A. 1

The increasing work of the United States Department of Agriculture in connection with international organizations raises the question of the distribution of incoming and clearance of outgoing cables and other foreign communications on agriculture and food matters.

The Office of Foreign Agricultural Relations, as the Department's agency responsible for the clearance of outgoing and distribution of incoming cables and other communications between United States Department of Agriculture officials here and Foreign Service and other United States officials abroad, will clear and distribute such communications in accordance with the following policy:

Outgoing cables and other communications to the Foreign Service and other United States officers abroad requesting or forwarding information for use in connection with the work of international organizations will be cleared only when the information requested or forwarded is for the use of employees of this Government acting in their capacity as agents of the United States Government.

Restricted or confidential information from the Foreign Service or other United States officers abroad will be distributed only to United States Government officials, and with the understanding that they will use it only in their capacity as agents of the United States Government. In their dealings with international organizations, United States Government officials may use information of this type only in such manner as will serve the direct interests of the United States.

This policy does not, of course, prevent the furnishing of published or unclassified information to international organizations when appropriate.

N. E. Dodd
Acting Secretary

COMMUNICATIONS 5

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

January 1, 1913

Mr. J. M. Smith, Secretary of the

United States Department of Agriculture

The first of the year of the United States, in relation to the Department of Agriculture, is a year of great importance. It is a year of great activity, and it is a year of great progress. It is a year of great achievement, and it is a year of great success.

The first of the year of the United States, in relation to the Department of Agriculture, is a year of great importance. It is a year of great activity, and it is a year of great progress. It is a year of great achievement, and it is a year of great success.

The first of the year of the United States, in relation to the Department of Agriculture, is a year of great importance. It is a year of great activity, and it is a year of great progress. It is a year of great achievement, and it is a year of great success.

The first of the year of the United States, in relation to the Department of Agriculture, is a year of great importance. It is a year of great activity, and it is a year of great progress. It is a year of great achievement, and it is a year of great success.

The first of the year of the United States, in relation to the Department of Agriculture, is a year of great importance. It is a year of great activity, and it is a year of great progress. It is a year of great achievement, and it is a year of great success.

Very truly,
J. M. Smith
Secretary

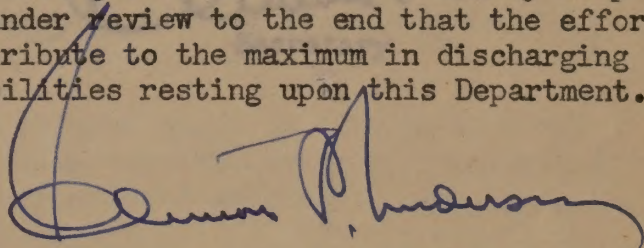
UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

January 10, 1947MEMORANDUM NO. 1184Appointment of An Assistant to the Secretary

Effective today I have appointed Mr. E. D. White as an Assistant to the Secretary to act in a liaison capacity between the Department of Agriculture and other Government agencies in discharging the responsibilities of the Department relating to cotton. The enactment of the recent research legislation, the rapid increase in the mechanization of cotton, the growing competition from synthetic fibers, and the difficulties encountered in regaining export markets has added increased responsibilities that need to be effectively met.

Mr. White will be the official liaison representative of this Department on all matters relating to cotton with other Departments and agencies of the Government and with members of Congress. Within the Department he will represent the Office of the Secretary with respect to cotton to the extent that all matters pertaining to cotton receive the attention necessary for proper coordination. Letters, dockets, reports on bills, material for public release and for congressional hearings, proposed programs, reports and related matters pertaining to cotton that require the attention or consideration of the Secretary should be submitted to Mr. White for handling.

Each administrative division or unit in the Department of Agriculture conducting work directly affecting cotton should constantly keep this part of their program under review to the end that the efforts and funds expended will contribute to the maximum in discharging satisfactorily the responsibilities resting upon this Department.



Secretary

FILED

JAN 14 1947

PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A. 1

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

January 10, 1947

MEMORANDUM NO. 1134

Appointment of an Assistant to the Secretary

Effective today I have appointed Mr. E. D. White as an Assistant to the Secretary to act in a liaison capacity between the Department of Agriculture and other Government agencies in discharging the responsibilities of the Department relating to cotton. The enactment of the recent research legislation, the rapid increase in the mechanization of cotton, the growing competition from synthetic fibers, and the difficulties encountered in regaining export markets has added increased responsibilities that need to be effectively met.

Mr. White will be the official liaison representative of this Department on all matters relating to cotton with other Departments and agencies of the Government and with members of Congress. Within the Department he will represent the Office of the Secretary with respect to cotton to the extent that all matters pertaining to cotton receive the attention necessary for proper coordination. Letters, dockets, reports on bills, material for public release and for congressional hearings, proposed programs, reports and related matters pertaining to cotton that require the attention or consideration of the Secretary should be submitted to Mr. White for handling.

Each administrative division or unit in the Department of Agriculture conducting work directly affecting cotton should constantly keep this part of their program under review to the end that the efforts and funds expended will contribute to the maximum in discharging satisfactorily the responsibilities resting upon this Department.

Secretary

FILED
UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

JAN 24 1947

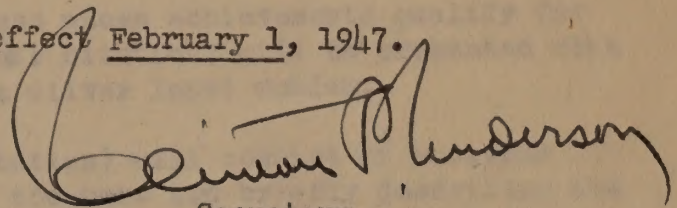
PLEASE RETURN TO
SECRETARY'S RECORDS

January 21, 1947

U. S. D. A. MEMORANDUM NO. 1185Transfer of Administration of Commodity Exchange Act

Pursuant to the authority vested in me by the provisions of Section 22, Title 5, of the United States Code:

- (1) There is hereby established the Commodity Exchange Authority, which shall be under the direction and supervision of an Administrator. Mr. J. M. Mehl is appointed Administrator.
- (2) There is hereby transferred to the Commodity Exchange Authority from the Production and Marketing Administration such functions as relate to the enforcement of the Commodity Exchange Act, as amended (7 U.S.C. 1-17a).
- (3) There are hereby transferred to the Commodity Exchange Authority from the Production and Marketing Administration such personnel and property as are now used in work primarily concerned with the administration of the Commodity Exchange Act, and such funds as have been appropriated for carrying out the purposes of that Act.
- (4) This order shall take effect February 1, 1947.


Secretary

January 21, 1917

MEMORANDUM NO. 1185

Transfer of Administration of Commodity Exchange Act

Pursuant to the authority vested in me by the provisions of Section 22, Title 5, of the United States Code:

- (1) There is hereby established the Commodity Exchange Authority, which shall be under the direction and supervision of an Administrator. Mr. J. M. Wohl is appointed Administrator.
- (2) There is hereby transferred to the Commodity Exchange Authority from the Production and Marketing Administration such functions as relate to the enforcement of the Commodity Exchange Act, as amended (U.S.C. 1-12).
- (3) There are hereby transferred to the Commodity Exchange Authority from the Production and Marketing Administration such personnel and property as are now used in work primarily concerned with the administration of the Commodity Exchange Act, and such funds as have been appropriated for carrying out the purposes of the Act.
- (4) This order shall take effect February 1, 1917.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

TO ALL EMPLOYEES OF THE DEPARTMENT:

MEMORANDUM NO. 1186

February 11, 1947.

Honor Awards

I. POLICY

Pursuant to the authority contained in Public Law No. 600, 79th Congress, approved August 2, 1946, and in Executive Order No. 9817, dated December 31, 1946, it is the policy of the Department of Agriculture to recognize by honor awards exceptional or meritorious contributions of employees to efficient and constructive public service.

II. TYPES OF AWARDS

To officially acknowledge exceptional or meritorious service, three types of honor awards will be bestowed:

a. Distinguished Service Award. Employees whose achievements qualify for the Distinguished Service Award (individual citation) will be presented with a gold medal, a certificate, and a gold lapel emblem.

The Distinguished Service Award (unit citation) will consist of a gold medal and a certificate identifying the unit and briefly describing the achievement.

b. Superior Service Award. Employees whose achievements qualify for the Superior Service Award (individual citation) will be presented with a silver medal, a certificate, and a silver lapel emblem.

The Superior Service Award (unit citation) will consist of a silver medal and a certificate identifying the unit and briefly describing the achievement.

c. Length-of-Service Award. Ten or more years of service with the Department is deemed to be meritorious service worthy of recognition by award of an appropriate length-of-service emblem.

The Length-of-Service Award will consist of a miniature shield and a certificate. The emblem will have an enamel panel of green for 10 years of service, white for 20, red for 30, blue for 40, and gold for 50.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

TO ALL EMPLOYEES OF THE DEPARTMENT:

MEMORANDUM NO. 1186

February 11, 1947

LABOR SERVICE

I. PURPOSE

Reference is made to the memorandum contained in Serial No. 1185, dated January 10, 1947, and an Executive Order No. 9801, dated December 21, 1946, in the policy of the Department of Agriculture to recognize, by honor awards, employees who have rendered exceptional and meritorious service to the Department.

II. TYPE OF AWARD

To effectively acknowledge exceptional or meritorious service, three types of honor awards will be bestowed:

1. Distinction Award. Employees whose achievement is particularly outstanding and meritorious (exceptional) will be recognized with a gold medal, a certificate, and a silver award.

The Distinction Award (gold medal) will consist of a gold medal and a certificate recognizing the merit and highly commendable service.

2. Superior Service Award. Employees whose achievement is highly commendable and meritorious (exceptional) will be recognized with a silver medal, a certificate, and a silver award.

The Superior Service Award (silver medal) will consist of a silver medal and a certificate recognizing the merit and commendable service.

3. Meritorious Service Award. Employees whose achievement is commendable and meritorious (exceptional) will be recognized with a bronze medal, a certificate, and a bronze award.

The Meritorious Service Award (bronze medal) will consist of a bronze medal and a certificate. The award will be given to employees who have rendered meritorious service, but whose achievement is not of the exceptional nature.

III. ELIGIBILITY STANDARDS

a. General Qualifications. Any person shall be eligible for an award for services rendered while employed by the Department.

An "employee" is defined as a person holding an official appointment from the Department of Agriculture.

Participants in a service for which a Distinguished or Superior Service Award is made that are not employees of the Department, will not be eligible for any award, but their contribution will be appropriately cited at the ceremony of presentation to the associated employee, employees, or unit with which they cooperated.

b. Eligibility Standards for the Distinguished Service Award. Any employee will be eligible for consideration for the Distinguished Service Award whose achievement constitutes a notably outstanding contribution to agriculture and to the public service. It is not possible to foresee all types of outstanding accomplishment through which an individual may distinguish himself in the various fields served by the Department of Agriculture, but the following illustrative examples will serve as a general guide:

1. Outstanding service to agriculture and rural life
2. Major contribution to science
3. Outstanding skill in public administration
4. Distinguished authorship
5. Notably creative service
6. Heroic action

Two or more employees may each receive awards for a distinguished achievement in which they share.

The Distinguished Service Award (unit citation) will be presented when a team, project group, or organization unit accomplishes a distinguished achievement and it is not feasible to individually identify the participants or their respective contributions.

Achievements considered but passed over by the Board of Distinguished Service Awards will be considered for the Superior Service Award.

c. Eligibility Standards for the Superior Service Award. Any employee will be eligible for consideration for the Superior Service Award as a result of service of unusual value beyond that ordinarily required.

III. ELIGIBILITY STANDARDS

a. General Qualifications. Any person shall be eligible for an award for services rendered while employed by the Department.

An "employee" is defined as a person holding an official appointment from the Department of Agriculture.

Participants in a service for which a Distinguished or Superior Service Award is made must be not employees of the Department, will not be eligible for any award, but their contribution will be appropriately cited at the ceremony of presentation to the associated employee, employees, or unit with which they cooperated.

b. Eligibility Standards for the Distinguished Service Award. Any employee will be eligible for consideration for the Distinguished Service Award whose achievement constitutes a notably outstanding contribution to agriculture and to the public service. It is not possible to foresee all types of outstanding accomplishment through which an individual may distinguish himself in the various fields served by the Department of Agriculture, but the following illustrative examples will serve as a general guide:

1. Outstanding service to agriculture and rural life
2. Major contribution to science
3. Outstanding skill in public administration
4. Distinguished authorship
5. Notably creative service
6. Heroic action

Two or more employees may each receive awards for a distinguished achievement in which they share.

The Distinguished Service Award (with citation) will be presented when a team, project group, or organization unit accomplished a distinguished achievement and it is not feasible to individually identify the participants or their respective contributions.

Achievements considered but passed over by the Board of Distinguished Service Awards will be considered for the Superior Service Award.

c. Eligibility Standards for the Superior Service Award. Any employee will be eligible for consideration for the Superior Service Award as a result of service of unusual value beyond that ordinarily required.

3-Memorandum No.

The Superior Service Award will be presented for meritorious performance such as illustrated below:

1. Meritorious service to agriculture and rural life
2. Valuable contribution to science
3. Effective public administration
4. Meritorious authorship
5. Unusual courage or competence in an emergency
6. Meritorious service of a creative nature
7. Meritorious execution of duties, establishing an exemplary record
8. Initiation of a suggestion that has resulted in important savings in money, time, materials, personnel, or equipment
9. Initiative in devising work methods that result in important savings in money, time, materials, personnel, or equipment
10. Achievement in improving the morale of employees with consequent improvement in work performance

Two or more employees may each receive awards for a meritorious achievement in which they share.

A Superior Service Award (unit citation) will be presented when a team, project group, or organization unit accomplishes a meritorious achievement and it is not feasible to individually identify the participants or their respective contributions.

Awards at time of retirement. Employees retiring from the service will not be awarded Superior Service Awards on the basis of long service. Determination of the eligibility of such employees for awards should be made at the time when performance justifies that action and ordinarily should not be postponed until retirement.

d. Eligibility Standards for the Length-of-Service Award. Each employee who has completed 10 years of service or more in the Department may be recognized by a Length-of-Service Award after completion of his tenth year and at 10-year intervals thereafter. Service will be computed on a net basis. Rolls of persons employed on a full-time basis will be prepared from existing service records. A person employed on an intermittent basis for a net total of 10 or more years may apply for a Length-of-Service Award; however, he shall in each case submit a statement of his service with the Department.

Service in an agency prior to its incorporation in the Department will be considered eligible service. Time on military furlough from an agency of the Department will be considered as service with the Department. *Rept*

The Superior Service Award will be presented for meritorious performance such as illustrated below:

1. Meritorious service to agriculture and rural life
2. Valuable contribution to science
3. Effective public administration
4. Meritorious authorship
5. Unusual courage or competence in an emergency
6. Meritorious service of a creative nature
7. Meritorious execution of duties, establishing an exemplary record
8. Initiation of a suggestion that has resulted in important savings in money, time, materials, personnel, or equipment
9. Initiative in devising work methods that result in important savings in money, time, materials, personnel, or equipment
10. Achievement in improving the morale of employees with consequent improvement in work performance

Two or more employees may each receive awards for a meritorious achievement in which they share.

A Superior Service Award (with citation) will be presented when a team, project group, or organization has accomplished a meritorious achievement and it is not feasible to individually identify the participants or their respective contributions.

Awards at time of retirement. Employees retiring from the service will not be awarded Superior Service Awards on the basis of long service. Determination of the eligibility of such employees for awards should be made at the time when performance justifies that action and ordinarily should not be postponed until retirement.

8. Eligibility standards for the Length-of-Service Award. Each employee who has completed 10 years of service or more in the Department may be recognized by a Length-of-Service Award after completion of his tenth year and at 10-year intervals thereafter. Service will be computed on a net basis. Rolls of persons employed on a full-time basis will be prepared from existing service records. A person employed on an intermittent basis for a net total of 10 or more years may apply for a Length-of-Service Award; however, he shall in each case submit a statement of his service with the Department.

Service in an agency prior to its incorporation in the Department will be considered eligible service. Time on military furlough from an agency of the Department will be considered as service with the Department.

IV. AWARD BOARDS

- a. Board of Distinguished Service Awards. A Board of Distinguished Service Awards, annually appointed by the Secretary, consisting of three distinguished private citizens and three employees of the Department of Agriculture, one of whom will be the Director of Personnel, who will serve as Recorder, will recommend to the Secretary those persons and units that should receive Distinguished Service Awards.
- b. Board of Superior Service Awards. A Board of Superior Service Awards, annually appointed by the Secretary, consisting of five employees of the Department of Agriculture, one of whom will be the Director of Personnel, who will serve as Recorder, will recommend to the Secretary those persons and units that should receive Superior Service Awards.
- c. Length-of-Service Determination. The Director of Personnel will determine the eligibility of persons recommended for Length-of-Service Awards.

V. NOMINATIONS FOR AWARD

Each head of bureau, office, and administration will appoint a nominating committee to make recommendations to him, and will submit to the Director of Personnel on February 15 of each year (but May 15, 1947), and at such other times as the Secretary may designate, recommendations for bestowal of awards to his employees. A bureau official, a supervisor, or any employee may recommend nomination of an employee to the bureau head.

The recommendations for bestowal of the Distinguished Service and Superior Service Awards should be accompanied by a full statement of the achievement that appears to qualify the nominee, his name, position, and his position description.

For Length-of-Service Awards, a roll listing by categories the name of each person who has served a total of 10, 20, 30, 40, or 50 years in the Department should be submitted to the Director of Personnel.

VI. PRESENTATION

Presentation of awards will be made with appropriate ceremony on the fifteenth day of May of each year (the date when Agriculture was established as an independent bureau in 1862) and at such other times as the Secretary may designate. (Awards for 1947 will be presented about July 15; exact date to be announced later.)

IV. AWARD BOARD

- a. Board of Distinguished Service Awards. A Board of Distinguished Service Awards, annually appointed by the Secretary, consisting of three distinguished private citizens and three employees of the Department of Agriculture, one of whom will be the Director of Personnel, who will serve as Recorder, will recommend to the Secretary those persons and units that should receive Distinguished Service Awards.
- b. Board of Superior Service Awards. A Board of Superior Service Awards, annually appointed by the Secretary, consisting of five employees of the Department of Agriculture, one of whom will be the Director of Personnel, who will serve as Recorder, will recommend to the Secretary those persons and units that should receive Superior Service Awards.
- c. Length-of-Service Determination. The Director of Personnel will determine the eligibility of persons recommended for Length-of-Service Awards.

V. NOMINATIONS FOR AWARD

Each head of bureau, office, and administration will appoint a nominating committee to make recommendations to him, and will submit to the Director of Personnel on February 15 of each year (but May 15, 1947), and at such other times as the Secretary may designate, recommendations for bestowal of awards to his employees. A bureau official, a supervisor, or any employee may recommend nomination of an employee to the bureau head.

The recommendations for bestowal of the Distinguished Service and Superior Service Awards should be accompanied by a full statement of the achievement of the nominee, his name, position, and his position description.

For Length-of-Service Awards, a roll listing by categories the names of each person who has served a total of 10, 20, 30, 40, or 50 years in the Department should be submitted to the Director of Personnel.

VI. PRESENTATION

Presentation of awards will be made with appropriate ceremony on the fifteenth day of May of each year (the date when Agriculture was established as an independent bureau in 1862) and at such other times as the Secretary may designate. (Awards for 1947 will be presented about July 15; exact date to be announced later.)

UNITED STATES DEPARTMENT OF AGRICULTURE

5-Memorandum No.

Distinguished Service Awards will be presented by the Secretary. Superior Service and Length-of-Service Awards will be presented by the Secretary or by the respective heads of bureaus, offices, and administrations. Recipients that cannot attend the ceremony in Washington will receive their awards at a ceremony effectively planned to convey the sense of the Department's genuine appreciation.

MEMORANDUM NO. 1185

[Handwritten signature]

Secretary

Pursuant to the authority contained in Public Law No. 603, 79th Congress, approved August 2, 1946, and in Executive Order No. 9817, dated December 31, 1946, it is the policy of the Department of Agriculture to recognize by honor awards exceptional or meritorious contributions of employees to efficient and constructive public service.

II. TYPES OF AWARDS

To officially acknowledge exceptional or meritorious service, three types of honor awards will be bestowed:

a. Distinguished Service Award. Employees whose achievements qualify for the Distinguished Service Award (individual citation) will be presented with a gold medal, a certificate, and a gold lapel emblem.

The Distinguished Service Award (unit citation) will consist of a gold medal and a certificate identifying the unit and briefly describing the achievement.

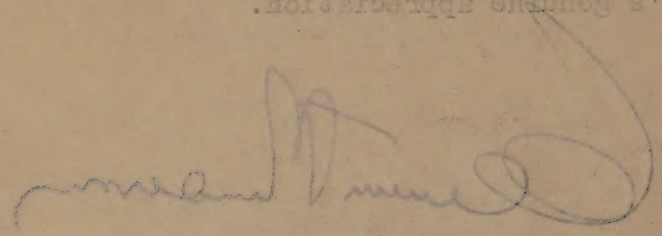
b. Superior Service Award. Employees whose achievements qualify for the Superior Service Award (individual citation) will be presented with a silver medal, a certificate, and a silver lapel emblem.

The Superior Service Award (unit citation) will consist of a silver medal and a certificate identifying the unit and briefly describing the achievement.

c. Length-of-Service Award. Ten or more years of service with the Department is deemed to be meritorious service worthy of recognition by award of an appropriate length-of-service emblem.

The Length-of-Service Award will consist of a miniature shield and a certificate. The emblem will have a enamel panel of green for 10 years of service, white for 20, red for 30, blue for 40, and gold for 50.

Distinctions Service Awards will be presented by the Secretary.
Superior Service and Length of Service Awards will be presented by the
Secretary or by the respective heads of bureaus, offices, and
administrations. Recipients that cannot attend the ceremony in Washington
will receive their awards at a ceremony effectively planned to convey the
sense of the Department's genuine appreciation.



Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

February 11, 1947

TO ALL EMPLOYEES OF THE DEPARTMENT;

MEMORANDUM NO. 1186

Honor Awards

I. POLICY

Pursuant to the authority contained in Public Law No. 600, 79th Congress, approved August 2, 1946, and in Executive Order No. 9817, dated December 31, 1946, it is the policy of the Department of Agriculture to recognize by honor awards exceptional or meritorious contributions of employees to efficient and constructive public service.

II. TYPES OF AWARDS

To officially acknowledge exceptional or meritorious service, three types of honor awards will be bestowed:

a. Distinguished Service Award. Employees whose achievements qualify for the Distinguished Service Award (individual citation) will be presented with a gold medal, a certificate, and a gold lapel emblem.

The Distinguished Service Award (unit citation) will consist of a gold medal and a certificate identifying the unit and briefly describing the achievement.

b. Superior Service Award. Employees whose achievements qualify for the Superior Service Award (individual citation) will be presented with a silver medal, a certificate, and a silver lapel emblem.

The Superior Service Award (unit citation) will consist of a silver medal and a certificate identifying the unit and briefly describing the achievement.

c. Length-of-Service Award. Ten or more years of service with the Department is deemed to be meritorious service worthy of recognition by award of an appropriate length-of-service emblem.

The Length-of-Service Award will consist of a miniature shield and a certificate. The emblem will have an enamel panel of green for 10 years of service, white for 20, red for 30, blue for 40, and gold for 50.

III. ELIGIBILITY STANDARDS

a. General Qualifications. Any person shall be eligible for an award for services rendered while employed by the Department.

An "employee" is defined as a person holding an official appointment from the Department of Agriculture.

Participants in a service for which a Distinguished or Superior Service Award is made that are not employees of the Department will not be eligible for any award, but their contribution will be appropriately cited at the ceremony of presentation to the associated employee, employees, or unit with which they cooperated.

b. Eligibility Standards for the Distinguished Service Award. Any employee will be eligible for consideration for the Distinguished Service Award whose achievement constitutes a notably outstanding contribution to agriculture and to the public service. It is not possible to foresee all types of outstanding accomplishment through which an individual may distinguish himself in the various fields served by the Department of Agriculture, but the following illustrative examples will serve as a general guide:

1. Outstanding service to agriculture and rural life
2. Major contribution to science
3. Outstanding skill in public administration
4. Distinguished authorship
5. Notably creative service
6. Heroic action

Two or more employees may each receive awards for a distinguished achievement in which they share.

The Distinguished Service Award (unit citation) will be presented when a team, project group, or organization unit accomplishes a distinguished achievement and it is not feasible to individually identify the participants or their respective contributions.

Achievements considered but passed over by the Board of Distinguished Service Awards will be considered for the Superior Service Award.

c. Eligibility Standards for the Superior Service Award. Any employee will be eligible for consideration for the Superior Service Award as a result of service of unusual value beyond that ordinarily required.

The Superior Service Award will be presented for meritorious performance such as illustrated below:

1. Meritorious service to agriculture and rural life
2. Valuable contribution to science
3. Effective public administration
4. Meritorious authorship
5. Unusual courage or competence in an emergency
6. Meritorious service of a creative nature

7. Meritorious execution of duties, establishing an exemplary record
8. Initiation of a suggestion that has resulted in important savings in money, time, materials, personnel, or equipment
9. Initiative in devising work methods that result in important savings in money, time, materials, personnel, or equipment
10. Achievement in improving the morale of employees with consequent improvement in work performance

Two or more employees may each receive awards for a meritorious achievement in which they share.

A Superior Service Award (unit citation) will be presented when a team, project group, or organization unit accomplishes a meritorious achievement and it is not feasible to individually identify the participants or their respective contributions.

Awards at time of retirement. Employees retiring from the service will not be awarded Superior Service Awards on the basis of long service. Determination of the eligibility of such employees for awards should be made at the time when performance justifies that action and ordinarily should not be postponed until retirement.

d. Eligibility Standards for the Length-of-Service Award. Each employee who has completed 10 years of service or more in the Department may be recognized by a Length-of-Service Award after completion of his tenth year and at 10-year intervals thereafter. Service will be computed on a net basis. Rolls of persons employed on a full-time basis will be prepared from existing service records. A person employed on an intermittent basis for a net total of 10 or more years may apply for a Length-of-Service Award; however, he shall in each case submit a statement of his service with the Department.

Service in an agency prior to its incorporation in the Department will be considered eligible service. Time on military furlough from an agency of the Department will be considered as service with the Department.

IV. AWARD BOARDS

a. Board of Distinguished Service Awards. A Board of Distinguished Service Awards, annually appointed by the Secretary, consisting of three distinguished private citizens and three employees of the Department of Agriculture, one of whom will be the Director of Personnel, who will serve as Recorder, will recommend to the Secretary those persons and units that should receive Distinguished Service Awards.

b. Board of Superior Service Awards. A Board of Superior Service Awards, annually appointed by the Secretary, consisting of five employees of the Department of Agriculture, one of whom will be the Director of Personnel, who will serve as Recorder, will recommend to the Secretary those persons and units that should receive Superior Service Awards.

c. Length-of-Service Determination. The Director of Personnel will determine the eligibility of persons recommended for Length-of-Service Awards.

V. NOMINATIONS FOR AWARD

Each head of bureau, office, and administration will appoint a nominating committee to make recommendations to him, and will submit to the Director of Personnel on February 15 of each year (but May 15, 1947), and at such other times as the Secretary may designate, recommendations for bestowal of awards to his employees. A bureau official, a supervisor, or any employee may recommend nomination of an employee to the bureau head.

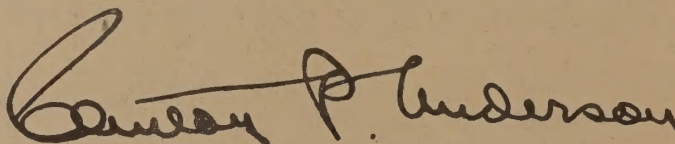
The recommendations for bestowal of the Distinguished Service and Superior Service Awards should be accompanied by a full statement of the achievement that appears to qualify the nominee, his name, position, and his position description.

For Length-of-Service Awards, a roll listing by categories the name of each person who has served a total of 10, 20, 30, 40, or 50 years in the Department should be submitted to the Director of Personnel.

VI. PRESENTATION

Presentation of awards will be made with appropriate ceremony on the fifteenth day of May of each year (the date when Agriculture was established as an independent bureau in 1862) and at such other times as the Secretary may designate. (Awards for 1947 will be presented about July 15; exact date to be announced later.)

Distinguished Service Awards will be presented by the Secretary. Superior Service and Length-of-Service Awards will be presented by the Secretary or by the respective heads of bureaus, offices, and administrations. Recipients that cannot attend the ceremony in Washington will receive their awards at a ceremony effectively planned to convey the sense of the Department's genuine appreciation.



Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.



JUN 24 1947
PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A. 1

June 20, 1947.

MEMORANDUM NO. 1186, SUPPLEMENT 1

Honor Awards

Section IV b of Memorandum No. 1186 has been changed to read as follows:

b. Board of Superior Service Awards. A board of Superior Service Awards, annually appointed by the Secretary, consisting of seven employees of the Department of Agriculture, one of whom will be the Director of Personnel, who will serve as Recorder, will recommend to the Secretary those persons and units that should receive Superior Service Awards.

Secretary

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.



MEMORANDUM NO. 1186, SUPPLEMENT 1

Honor Awards

Section IV of Memorandum No. 1186 has been changed to read as follows:

1. Board of Superior Service Awards. A board of Superior Service Awards, annually appointed by the Secretary, consisting of seven employees of the Department of Agriculture, one of whom will be the Director of Personnel, who will serve as Recorder, will recommend to the Secretary those persons and units that should receive Superior Service Awards.

Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

FILED

MAR 21 1947

March 19, 1947

PLEASE FORWARD TO
SECRETARY'S RECORDS
U. S. D. A. 1

Memorandum No. 1187

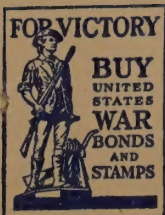
Coordination of Research Activities of the Department

The Agricultural Research Administrator, in addition to authorities heretofore conferred upon him, is hereby authorized and directed to coordinate all research activities (other than economic research) of the various agencies of the Department of Agriculture and, in carrying out this responsibility, shall (1) examine all current and contemplated research activities of such agencies, (2) review and approve all research proposals or projects prior to their initiation, (3) advise and consult with the heads of the agencies concerning the planning of research projects and programs, and (4) make reports and recommendations to the Secretary of Agriculture regarding the research activities of the various agencies of the Department. The heads of agencies shall submit to the Agricultural Research Administrator such proposals, reports, and other information as he may request.

All previous memoranda or orders, or parts thereof, which are inconsistent with the provisions of this memorandum are superseded.

Clinton Anderson

Secretary



ORGANIZATION 1 (a.k.a.)

DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C.



Memorandum No. 1117

Coordination of Research Activities of the Department

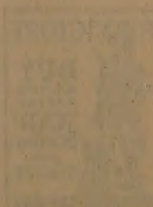
The Agricultural Research Administration, in addition to its research activities, is also responsible for the coordination of research activities of the various agencies of the Department. This coordination is necessary to avoid duplication of effort and to secure the most efficient use of the Department's resources. The following are the principal methods by which the Administration coordinates research activities:

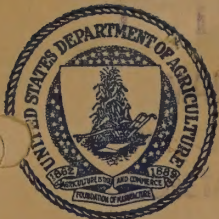
- (1) The reports and recommendations of the various research activities of the Department are reviewed by the Administration to determine the need for additional research and to coordinate the research activities of the various agencies.
- (2) The Administration coordinates the research activities of the various agencies by the establishment of research committees and by the assignment of research projects to the various agencies.
- (3) The Administration coordinates the research activities of the various agencies by the establishment of research projects and by the assignment of research projects to the various agencies.

All research activities of the Department are coordinated by the Administration to secure the most efficient use of the Department's resources.

Handwritten signature: C. E. Smith

Secretary





DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

March 19, 1947.



MEMORANDUM NO. 1188

ORGANIZATION OF PRODUCTION AND MARKETING ADMINISTRATION

Pursuant to the powers vested in the Secretary of Agriculture, the functions of the Production and Marketing Administration established by Secretary's Memorandum 1118 of August 18, 1945, as amended and supplemented, are hereby realigned as outlined below.

The activities assigned to the Production and Marketing Administration constitute five main groups; (a) Production, (b) Marketing, (c) Commodity Credit Corporation, (d) Federal Crop Insurance Corporation, and (e) Administrative Management incident to the preceding four main categories. To administer these activities the Production and Marketing Administration shall be organized as follows:

I. Office of the Administrator

The Administrator shall, under the general direction and supervision of the Secretary of Agriculture, in accordance with applicable laws, rules, and regulations, direct and supervise the activities and the officers and members of the Production and Marketing Administration and shall be responsible for all departmental programs assigned to the Administration. The Administrator may, at his discretion, and consistent with applicable laws, rules, and regulations, delegate and provide for the redelegation of his authority to appropriate officers and employees of the Administration, and shall issue such orders supplementary hereto as he finds necessary.

Within the Office of the Administrator, in addition to the Deputy Administrator who is authorized to act for the Administrator in his absence or inability to act, there shall be three or more Assistant Administrators including: Assistant Administrator for Production, Assistant Administrator for Marketing, and Assistant Administrator for Commodity Credit Corporation. The Assistant Administrators shall act for and assist the Administrator by assuming staff responsibility for assigned activities.

II. Responsibilities of Assistant Administrators

- A. The Assistant Administrator for Production shall be responsible for production activities, which include the agricultural conservation and adjustment programs, farm marketing quotas, farm labor supply, and other programs of the Production and Marketing Administration which involve direct dealings with farmers through the state and county committees. The Assistant Administrator shall also be responsible for carrying out the provisions of sections 7-17 of the Soil Conservation and Domestic Allotment Act and the provisions of the Agricultural Adjustment Act of 1938 relating to quotas. The Assistant Administrator shall have direct supervision over the Agricultural Conservation Programs Branch and the Labor Branch.

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

March 19, 1934

MEMORANDUM NO. 1188

ORGANIZATION OF PRODUCTION AND MARKETING ADMINISTRATION

Pursuant to the powers vested in the Department of Agriculture, the functions of the Production and Marketing Administration established by Secretary's Memorandum 1118 of August 18, 1933, as amended and supplemented, are hereby reorganized as outlined below.

The activities assigned to the Production and Marketing Administration are divided into five main groups: (a) Production, (b) Marketing, (c) Commodity Credit Corporation, (d) Federal Crop Insurance Corporation, and (e) Federal Farm Management. In addition to the preceding four main categories, the Administration shall administer those activities the Production and Marketing Administration shall be organized as follows:

I. Office of the Administrator

The Administrator shall, under the general direction and supervision of the Secretary of Agriculture, in accordance with applicable laws, rules, and regulations, direct and supervise the activities and the officers and members of the Production and Marketing Administration and shall be responsible for all departmental programs assigned to the Administration. The Administrator may, at his discretion, and consistently with applicable laws, rules, and regulations, delegate and provide for the delegation of his authority to subordinate officers and employees of the Administration, and shall issue such orders and instructions as he finds necessary.

Within the Office of the Administrator, in addition to the Secretary and the Administrator who is authorized to act for the Administrator in his absence or inability to act, there shall be three or more Assistant Administrators including: Assistant Administrator for Production, Assistant Administrator for Marketing, and Assistant Administrator for Commodity Credit Corporation. The Assistant Administrators shall act for and assist the Administrator by assuming such responsibilities as are assigned to them.

II. Responsibilities of Assistant Administrators

1. The Assistant Administrator for Production shall be responsible for production activities which include the agricultural conservation and adjustment programs, farm marketing quotas, farm labor supply, and other programs of the Production and Marketing Administration which involve direct dealings with farmers through the states and county committees. The Assistant Administrator shall also be responsible for carrying out the provisions of sections 1-12 of the Soil Conservation and Domestic Allotment Act and the provisions of the Agricultural Adjustment Act of 1933 relating to quotas, farm labor, and other matters. The Assistant Administrator shall have direct supervision over the Agricultural Conservation Program, the Farm Labor Program, and the

The Assistant Administrator shall have staff responsibility for coordinating the activities of the Production and Marketing Administration which relate to production, including programs of the commodity branches, and in addition, shall provide a central point for coordination of all the Production and Marketing Administration programs administered in the state and county offices, including such marketing and distribution activities, crop insurance, and Commodity Credit Corporation operations as may be assigned to the state and county offices.

- B. The Assistant Administrator for Marketing shall be responsible for marketing activities which include research, inspection, service, distribution, and regulatory programs related to marketing assigned to the Production and Marketing Administration, and shall also have responsibility for carrying out the provisions of the Research and Marketing Act of 1946 with respect to such activities under that Act as may be assigned to the Production and Marketing Administration. He shall further be responsible for the planning and administration of programs for expanded use, through trade channels, of agricultural commodities which otherwise might become surplus; and for providing within Production and Marketing Administration a coordinating point for current marketing information and other services of assistance to producers and others in packaging, transportation, handling and merchandising problems involved in international trade. The Assistant Administrator shall have direct supervision of activities of the Food Distribution Programs Branch and the Marketing Facilities Branch.

The Assistant Administrator shall have staff responsibility for coordinating activities of the Production and Marketing Administration which relate to research, service, and market information programs, including the commodity branches, and regulatory acts in the marketing field, including the impact of such activities on farm income and consumer prices, marketing methods and practices, and related problems concerning agriculture and the public generally.

- C. The Assistant Administrator for Commodity Credit Corporation shall be responsible for Commodity Credit Corporation operations and program finance activities, which shall include Commodity Credit Corporation financing, purchase, sales, inventory and related supply service operations incident to loans, price support, foreign supply, diversion of domestic surpluses, and other activities as assigned by the Administrator. The Assistant Administrator shall have direct supervision of the activities of the Fiscal Branch, the Shipping and Storage Branch, the Price Support and Foreign Supply Branch, and such field offices as may be required for carrying out these functions. Commodity Credit Corporation operations will be carried out through the branches and field offices under the immediate supervision of the Assistant Administrator, except where it is determined that such operations can be more efficiently, more economically, or more advantageously handled by assignment to other branches or offices.

The Assistant Administrator shall have staff responsibility for coordinating the activities of the Production and Marketing Administration which relate to production, including programs of the commodity branches, and in addition, shall provide a central point for coordination of all the Production and Marketing Administration programs administered in the state and county offices, including such marketing and distribution activities, crop insurance, and Commodity Credit Corporation operations as may be assigned to the state and county offices.

B. The Assistant Administrator for Marketing shall be responsible for marketing activities which include research, inspection, service, distribution, and regulatory programs related to marketing assigned to the Production and Marketing Administration, and shall also have responsibility for carrying out the provisions of the Research and Marketing Act of 1946 with respect to such activities under that Act as may be assigned to the Production and Marketing Administration. He shall further be responsible for the planning and administration of programs for expanded use, through trade channels, of agricultural commodities which otherwise might become surplus; and for providing within Production and Marketing Administration a coordinating point for current marketing information and other services of assistance to producers and others in packaging, transportation, handling and merchandising problems involved in international trade. The Assistant Administrator shall have direct supervision of activities of the Food Distribution Programs Branch and the Marketing Facilities Branch.

The Assistant Administrator shall have staff responsibility for coordinating activities of the Production and Marketing Administration which relate to research, service, and market information programs, including the commodity branches, and regulatory acts in the marketing field, including the impact of such activities on farm income and consumer prices, marketing methods and practices and related problems concerning agriculture and the public generally.

C. The Assistant Administrator for Commodity Credit Corporation shall be responsible for Commodity Credit Corporation operations and program finance activities, which shall include Commodity Credit Corporation financing, purchase, sales, inventory and related supply service operations incident to loans, price support, foreign supply, diversion of domestic surpluses, and other activities as assigned by the Administrator. The Assistant Administrator shall have direct supervision of the activities of the Fiscal Branch, the Shipping and Storage Branch, the Price Support and Foreign Supply Branch, and such field offices as may be required for carrying out these functions. Commodity Credit Corporation operations will be carried out through the branches and field offices under the immediate supervision of the Assistant Administrator, except where it is determined that such operations can be more efficiently, more economically, or more advantageously handled by assignment to other branches or offices.

The Assistant Administrator has staff responsibility for coordinating activities of commodity branches relating to the formulation of programs enumerated in the preceding paragraph.

III. Responsibilities of the State and County Offices and Committees

These offices and committees are the key units in the Production and Marketing Administration for the formulation of policies and programs and for the carrying out of programs requiring farmer participation assigned to these offices for administration. Programs assigned for administration through the state and county offices include: (1) the agricultural conservation and adjustment program, farm marketing quotas, crop insurance operations as assigned, sugar payment and related production programs, (2) school lunch, direct distribution, and marketing programs as assigned, (3) price support, loan, subsidy, purchase, sale, and related Commodity Credit Corporation operations which are assigned to these offices, and (4) other programs of Production and Marketing Administration which require direct dealings with farmers.

IV. Responsibilities of the Functional Branches

The following functional bureaus, which are designated as branches, are established:

A. Agricultural Conservation Programs Branch

In collaboration with state and county offices formulates agricultural conservation programs.

B. Labor Branch

Administers agricultural labor programs assigned to Production and Marketing Administration.

C. Food Distribution Programs Branch

Administers the National School Lunch Act and other food distribution and nutrition programs, including those in collaboration with state Production and Marketing Administration offices and in cooperation with state, local, and private agencies.

D. Marketing Facilities Branch

In collaboration with the commodity branches, conducts research and service activities to improve marketing and transportation facilities and administers section 201 of the Agricultural Adjustment Act of 1938 covering adjustments in freight rates for farm products, and the U.S. Warehouse Act.

The Assistant Administrator has staff responsibility for coordinating activities of commodity branches with the various divisions of programs administered in the Department.

Personnel of the State and County Offices and Committees

These offices and committees are the key units in the production and marketing administration for the formulation of policies and programs and for the carrying out of programs regarding farm production and the carrying out of these policies for administration. The offices assigned for administration through the state and county offices include: (1) the agricultural conservation and adjustment program, farm marketing program, crop insurance operations as well as other commodity and related production programs, (2) school lunch, direct distribution and marketing programs as assigned, (3) price support, loan, subsidy, purchase, sale and related Commodity Credit Corporation operations which are assigned to these offices, and (4) other programs of production and marketing administration which require direct dealing with farmers.

Personnel of the Functional Branches

The following functional branches which are designated as branches are established:

A. Agricultural Conservation Program Branch

In collaboration with state and county offices formulate and control conservation programs.

B. Labor Branch

Administers national labor programs assigned to Production and Marketing Administration.

C. Food Distribution Program Branch

Administers the National School Lunch Act and other food distribution and nutrition programs including those in collaboration with state production and marketing administration offices and in cooperation with state, local, and private agencies.

D. Marketing Facilities Branch

In collaboration with the commodity branches, conducts research and service activities to improve marketing and farm operation facilities and administrative section of the Agricultural Adjustment Act of 1938 covering adjustment in farm prices for farm products, and the U.S. Warehouse Act.

carrying out this responsibility (a) reviews and analyzes state office determinations and recommendations and (b) initiates recommendations regarding these programs, policies, procedures and other matters referred for his decision by state offices prior to their submission to the Administrator or the

E. Price Support and Foreign Supply Branch

- (2) Conducts or directs other agencies or units of Production and Marketing Administration in purchase, sales, and related services in connection with price support, foreign supply and other purchase operations financed from Commodity Credit Corporation and other available funds, as directed by the Administrator.

(3) F. Fiscal Branch Conducts accounting, fiscal inventory, and other fiscal activities incident to programs financed

- (4) from Commodity Credit Corporation and other funds as directed by the Administrator.

(5) G. Shipping and Storage Branch activities as may be assigned by the Administrator.

Has general responsibility for Shipping and Storage activities on Production and Marketing Administration commodities as directed by the Administrator.

VI. 2 Federal Crop Insurance Corporation

The Federal Crop Insurance Corporation shall administer the crop insurance program under the Federal Crop Insurance Act, as amended.

V. Responsibilities of the Commodity Branches This Corporation is authorized to use the facilities of the Production and Marketing Administration as may be assigned.

Under the general direction of the Administrator and the appropriate Assistant Administrator, bureaus, which are designated as branches, are established as follows:

VII.

The necessary Cotton Branch management, a Livestock Branch shall be performed as a Dairy Branch Administrator Poultry Branch provided or by such staff offices as the Administrator known as a Sugar Branch staff offices as the Administrator Fruit and Vegetable Branch Tobacco Branch vide for. Grain Branch

VIII. Responsibilities for Commodity Credit Corporation

These branches shall, under the appropriate Assistant Administrator, have responsibility as assigned for:

The Assistant Administrator shall have such responsibilities and perform such duties for the Commodity Credit Corporation as may be assigned to them by the Board of Directors of the Commodity Credit Corporation or the Secretary in connection with production, marketing, adjustment, loan, purchase, subsidy, diversion, export, import, price support, farm marketing quotas, processing, distribution, and other programs assigned to Production and Marketing Administration. In

IX.

Authorities All provisions of this memorandum, however, regulations, orders, and similar instruments, including delegations of authority, heretofore issued by any officer of the Department of Agriculture shall continue in full force and effect unless and until withdrawn or superseded by instruments of like authority.

E. Price Support and Foreign Supply Branch

Conducts or directs other agencies or units of Production and Marketing Administration in purchase, sales, and related services in connection with price support, foreign supply and other purchase operations financed from Commodity Credit Corporation and other available funds, as directed by the Administrator.

F. Fiscal Branch

Conducts accounting, fiscal inventory, and other fiscal activities incident to programs financed from Commodity Credit Corporation and other funds as directed by the Administrator.

G. Shipping and Storage Branch

Has general responsibility for shipping and storage activities on Production and Marketing Administration commodities as directed by the Administrator.

V. Responsibilities of the Commodity Branches

Under the general direction of the Administrator and the appropriate Assistant Administrator, bureaus, which are designated as branches, are established as follows:

- | | |
|----------------------|----------------------------|
| Cotton Branch | Grain Branch |
| Dairy Branch | Fruit and Vegetable Branch |
| Eats and Oils Branch | Tobacco Branch |
| Sugar Branch | |
| Poultry Branch | |
| Investment Branch | |

These branches shall, under the appropriate Assistant Administrator, have responsibility as assigned for:

- (1) Formulating programs, policies, procedures and modifications thereof, for final action by the Administrator or the Secretary in connection with production, marketing, adjustment, loan, purchase, subsidy, diversion, export, import, price support, farm marketing quotas, processing, distribution and other programs assigned to Production and Marketing Administration. In

carrying out this responsibility (a) reviews and analyzes state office determinations and recommendations and (b) initiates recommendations regarding these programs, policies, procedures and modifications thereof for consideration by state offices prior to final formulation and determination by the Administrator or the Secretary;

- (2) conducting marketing research, investigations, and development work including assigned activities authorized under the Research and Marketing Act of 1946 and other statutes to effect improvements in handling, packaging, standardization, processing, inspection, and development of new products, processes, and uses;
- (3) conducting service and informational programs in connection with market news and other programs to effect improvements in marketing of farm products;
- (4) conducting agricultural marketing agreement and order programs and other regulatory acts as assigned.
- (5) The branches shall have such other activities as may be assigned by the Administrator.

VI. 2 Federal Crop Insurance Corporation

The Federal Crop Insurance Corporation shall administer the crop insurance program under the Federal Crop Insurance Act, as amended. This Corporation is authorized to use the facilities of the Production and Marketing Administration state and county offices as required.

VII. Administrative Management

The necessary administrative, management, and service functions shall be performed as assigned by the Administrator to branches herein provided or by such additional bureaus to be known as branches or staff offices as the Administrator may determine to be necessary and provide for.

VIII. Responsibilities for Commodity Credit Corporation

The Production and Marketing Administration and its officers and employees shall have such responsibilities and perform such duties for the Commodity Credit Corporation as may be assigned to them by the By-laws of the Corporation or as directed by the Board of Directors of the Commodity Credit Corporation or the Secretary of Agriculture.

IX. Authorities and funds

- A. All previous memoranda are superseded to the extent that they conflict with or are inconsistent with the provisions of this memorandum; however, regulations, orders, and similar instruments, including delegations of authority, heretofore issued by any officer of the Department of Agriculture shall continue in full force and effect unless and until withdrawn or superseded by instruments of like authority.

carrying out this responsibility (a) review and analyze state office determinations and recommendations and (b) initiate recommendations regarding these programs, policies, procedures and modifications thereof for consideration by state offices prior to final formulation and determination by the Administrator or the Secretary;

(3) conducting marketing research, investigations and development work including assigned activities authorized under the Research and Marketing Act of 1946 and other statutes to effect improvements in handling, packaging, standardization, processing, inspection and development of new products, processes and uses;

(3) conducting service and informational programs in connection with market news and other programs to effect improvements in marketing of farm products;

(4) conducting agricultural marketing agreement and order programs and other regulatory acts as assigned.

(5) The branches shall have such other activities as may be assigned by the Administrator.

Federal Crop Insurance Corporation VI.

The Federal Crop Insurance Corporation shall administer the crop insurance program under the Federal Crop Insurance Act, as amended. This Corporation is authorized to use the facilities of the Production and Marketing Administration state and county offices as required.

Administrative Management VII.

The necessary administrative, management, and service functions shall be performed as assigned by the Administrator to branches herein provided or by such additional persons to be known as branches or staff offices as the Administrator may determine to be necessary and provide for.

Responsibilities for Commodity Credit Corporation VIII.

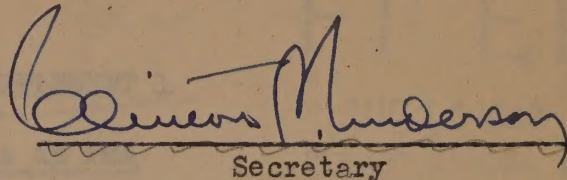
The Production and Marketing Administration and its officers and employees shall have such responsibilities and perform such duties for the Commodity Credit Corporation as may be assigned to them by the By-laws of the Corporation or as directed by the Board of Directors of the Commodity Credit Corporation or the Secretary of Agriculture.

Authorities and Funds IX.

A. All previous memoranda are superseded to the extent that they conflict with or are inconsistent with the provisions of this memorandum; however, regulations, orders, and similar instruments, including delegations of authority, heretofore issued by any officer of the Department of Agriculture shall continue in full force and effect unless and until withdrawn or superseded by instruments of like authority.

B. The appropriations, allocations, and corporate and other funds available for carrying out the functions and powers assigned to the Administration shall continue to be available for such purposes.

C. The provisions of this memorandum shall become effective ^{April 1,} 1947.


Secretary

This document is Secretary's Memorandum No. 1188, reflecting the President's action on the proposal.

Marketing Facilities Branch

Effective immediately a Marketing Research Branch is established in the Production and Marketing Administration with the following functions:

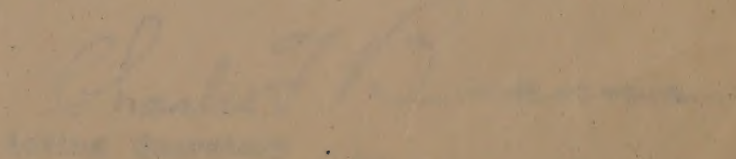
Carry out research on marketing matters which are of national importance, including research on transportation matters, warehousing and packaging, wholesaling and retail markets and distribution of products. Make reports, make proposals and the management of the activities in relation to the above phases of marketing matters. The Assistant Administrator for Marketing is authorized to utilize the administrative support for marketing research as well as the technical support of the Marketing Facilities Branch. The Assistant Administrator for Marketing is authorized to carry out the functions of the Marketing Facilities Branch as provided in the Act of 1945, the Agricultural Marketing Administration, the Bureau of Agricultural Marketing and with functional responsibilities established under the Research and Marketing Act of 1945.

This action fulfills the Marketing Research Branch created in technical department of transportation matters which formerly was the responsibility of the Marketing Facilities Branch.

The Marketing Research Branch shall report to the Assistant Administrator for Marketing.

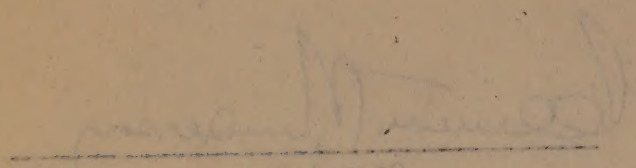
Federal Crop Insurance Corporation

Secretary's Memorandum No. 1188 was further amended by Secretary's Memorandum No. 1195 which transferred the Federal Crop Insurance Corporation from PMA and established the Corporation as a separate incorporated entity in the Department.


Acting Secretary

B. The appropriations, allocations, and corporate and other funds available for carrying out the functions and powers assigned to the Administration shall continue to be available for such purposes.

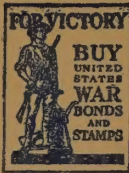
C. The provisions of this memorandum shall become effective August 1, 1947.


Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

Reg. 3376



August 8, 1947.

FILED

MEMORANDUM NO. 1188, SUPPLEMENT 1

AUG 12 1947

Organizational Changes in PMA

PLEASE RETURN TO
SECRETARY'S RECORDS

This supplement to Secretary's Memorandum No. 1188 reflects two organizational changes in PMA.

Marketing Research Branch

Effective immediately a Marketing Research Branch is established in the Production and Marketing Administration with the following functions:

Conducts research on marketing matters which cut across commodity lines, including research on transportation methods, packing and packaging, wholesale and retail market and distribution practices, trade barriers, and trade problems from the standpoint of the producer in relation to the above phases of marketing; assists the Assistant Administrator for Marketing in establishing within PMA an adequate system for marketing research coordination, program development and review; assists the Assistant Administrator for Marketing in serving as PMA liaison on marketing research with the Administrator of the Research and Marketing Act of 1946, the Agricultural Research Administration, the Bureau of Agricultural Economics and with functional committees established under the Research and Marketing Act of 1946.

This action includes within the Marketing Research Branch research on technical improvement of transportation methods which formerly was the responsibility of the Marketing Facilities Branch.

The Marketing Research Branch shall report to the Assistant Administrator for Marketing.

Federal Crop Insurance Corporation

Secretary's Memorandum No. 1188 was further amended by Secretary's Memorandum No. 1196 which transferred the Federal Crop Insurance Corporation from PMA and established the Corporation as a separate organizational entity in the Department.

Charles F. Brannan
Acting Secretary

ORGANIZATION 11(PMA)

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

August 6, 1947

MEMORANDUM NO. 1188, SUPPLEMENT 1

Organizational Changes in FMA

This supplement to Secretary's Memorandum No. 1188 reflects two organizational changes in FMA.

Marketing Research Branch

Effective immediately a Marketing Research Branch is established in the Production and Marketing Administration with the following functions:

Conducts research on marketing matters which cut across commodity lines, including research on transportation methods, packing and packaging, wholesaling and retail markets and distribution practices, trade barriers, trade problems from the standpoint of the producer in relation to the above phases of marketing; assists the Assistant Administrator for Marketing in establishing an adequate system for marketing research organization; system development and review; assists the Assistant Administrator for Marketing in serving as liaison on marketing research with the Administrator of the Research and Marketing Act of 1946, the Agricultural Research Administration, the Bureau of Agricultural Economics and with functional committees established under the Research and Marketing Act of 1946.

This section includes within the Marketing Research Branch research on technical improvement of transportation methods which formerly was the responsibility of the Marketing Facilities Branch.

The Marketing Research Branch shall report to the Assistant Administrator for Marketing.

Federal Crop Insurance Corporation

Secretary's Memorandum No. 1188 was further amended by Secretary's Memorandum No. 1195 which transferred the Federal Crop Insurance Corporation from FMA and established the Corporation as a separate organizational entity in the Department.

Active Secretary

Ref. 9572



DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED

JAN 15 1948

January 9, 1948

PLEASE RETURN TO
SECRETARY'S RECORDS

U.S.D.A. 1

MEMORANDUM NO. 1188, SUPPLEMENT 2

Organizational Changes in PMA

This supplement to Memorandum No. 1188 describes the functions of the Controller of the Commodity Credit Corporation and the Production and Marketing Administration.

Controller

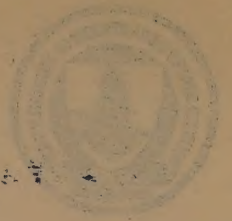
The functions of the Controller of the Commodity Credit Corporation and the Production and Marketing Administration are as follows:

The Controller of CCC and PMA shall have over-all responsibility for final approval of the policy and technical phases of all CCC and PMA fiscal affairs, including budget, accounting, and audit (in accordance with applicable directives of the CCC Board of Directors, the President of CCC, and the Administrator of PMA, and all applicable laws, and the rules, regulations, procedures and policies of the Department), shall be responsible directly to the President of CCC and to the Administrator, and shall serve as adviser to the Board of Directors of CCC. The Controller shall utilize to the fullest extent possible the facilities and services of the appropriate technical staffs of PMA and, where appropriate, of the Department staff offices, and shall perform such functions and duties as are assigned by the President of CCC or the Administrator.

A handwritten signature in blue ink, likely of the Secretary, is written over the typed name "Lester B. Mumford".

Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON



January 9, 1938

MEMORANDUM NO. 1188, SUPPLEMENT 2

Organizational Changes in FMA

This supplement to Memorandum No. 1188 describes the functions of the Controller of the Commodity Credit Corporation and the Production and Marketing Administration.

Controller

The functions of the Controller of the Commodity Credit Corporation and the Production and Marketing Administration are as follows:

The Controller of CCC and FMA shall have overall responsibility for the policy and technical direction of all CCC and FMA financial affairs, including budget, accounting, and audit (in accordance with a financial director of the CCC Board of Directors, the President of CCC, and the Administrator of FMA, and all applicable laws, and the rules, regulations, procedures and policies of the Department). He shall be responsible directly to the President of CCC and to the Administrator, and shall serve as adviser to the Board of Directors of CCC. The Controller shall within the limits of his authority exercise the facilities and services of the appropriate technical staffs of FMA and, where appropriate, of the Department staff offices, and shall perform such functions and duties as may be assigned by the President of CCC or the Administrator.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
 OFFICE OF THE SECRETARY
 WASHINGTON

MAR 21 1947

March 6, 1947

PLEASE RETURN TO
 SECRETARY'S RECORDS
 U. S. D. A. I

MEMORANDUM No. 1189

International Food Supply Program Coordination

Effective today pursuant to the request of the Administrator of the Production and Marketing Administration I have designated Mr. Stanley Andrews to act in a liaison capacity between the Department and other Government and private agencies on all matters relating to international food supply programs.

Within the Department he will represent the Office of the Secretary and the Office of the Administrator of PMA to insure that all matters relating to international food supply programs receive proper coordination. Letters, dockets, reports on bills, material for public release and for the Congressional hearings, proposed programs, reports and related matters pertaining to such supply programs that require the attention or consideration of the Secretary should be submitted to Mr. Andrews for handling.

In carrying out his responsibilities, Mr. Andrews is designated as the Department's (a) representative on the Sub-Cabinet Committee on the World Food Program, (b) alternate representative on the International Emergency Food Council, and (c) second alternate on the Bi-Zonal Food Committee.

In addition to these duties, Mr. Andrews, under the direction of the Administrator of PMA, will be responsible for the coordination of requirements and allocations work in the Production and Marketing Administration.

Stanley Andrews
 Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 6, 1947

MEMORANDUM NO. 1189

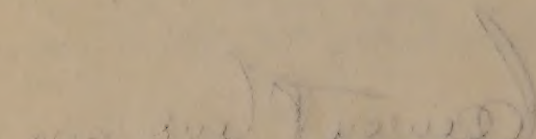
International Food Supply Program Coordination

Effective today pursuant to the request of the Administrator of the Production and Marketing Administration I have designated Mr. Stanley Andrews to act in a liaison capacity between the Department and other Government and private agencies on all matters relating to international food supply programs.

Within the Department he will represent the Office of the Secretary and the Office of the Administrator of PMA to insure that all matters relating to international food supply programs receive proper coordination. Letters, reports, reports on bills, material for public release and for the Congressional hearings, proposed programs, reports and related matters pertaining to such supply programs that require the attention or consideration of the Secretary should be submitted to Mr. Andrews for handling.

In carrying out his responsibilities, Mr. Andrews is designated as the Department's (a) representative on the Sub-Cabinet Committee on the World Food Program, (b) alternate representative on the International Emergency Food Council, and (c) second alternate on the 54-National Food Committee.

In addition to these duties, Mr. Andrews, under the direction of the Administrator of PMA, will be responsible for the coordination of requirements and allocations work in the Production and Marketing Administration.


Secretary of Agriculture



FILED

DEPARTMENT OF AGRICULTURE

WASHINGTON

APR 1 1947

PLEASE RETURN TO
SECRETARY'S RECORDS

March 31, 1947

U. S. D. A. 1

~~SECRETARY'S~~ MEMORANDUM NO. 1190Transfer of Sugar Rationing to the Department of Agriculture

The Secretary of Agriculture, acting by virtue of authority vested in him by law, including the Sugar Control Extension Act of 1947, hereby establishes within the Department of Agriculture an agency known as the Sugar Rationing Administration for the purpose of carrying out the functions vested in the Secretary of Agriculture by such act. The personnel of such Administration shall include the personnel transferred to the Department of Agriculture in accordance with the Sugar Control Extension Act of 1947.

I hereby designate Irvin L. Rice Acting Administrator and Seymour Friedman Acting Deputy Administrator of the Sugar Rationing Administration. The Acting Administrator of the Sugar Rationing Administration shall report to the Secretary of Agriculture through, and be under the general supervision of James H. Marshall. The legal aspects of the work of the Sugar Rationing Administration shall be subject to the general supervision of the Solicitor of the Department of Agriculture.

As provided in Section 3(b) of the Sugar Control Extension Act of 1947, every order, directive, rule or regulation relating to any power, function, or duty transferred by such Act, issued by any officer, department, or agency heretofore performing such power, function, or duty, which is not in conflict with the provisions of such Act and which is in effect on March 31, 1947, shall continue in full force and effect, according to its terms, unless and until modified or rescinded by the Secretary of Agriculture.

The Secretary of Agriculture delegates to James H. Marshall administrative authority to act for the Secretary in all matters relating to the Sugar Rationing Administration, except that the authority to issue sugar price and rationing regulations and amendments thereto, and the authority to maintain in his own name civil proceedings relating to matters within the scope of that Act are hereby expressly reserved to the Secretary of Agriculture.

Subject to the authority of the Secretary of Agriculture and of James H. Marshall herein set forth, the Secretary of Agriculture delegates to the Sugar Rationing Administration authority and responsibility to discharge all of the functions, powers, and duties conferred upon the Secretary by the Sugar Control Extension Act of 1947.

DEPARTMENT OF AGRICULTURE
WASHINGTON



APR 1 1947

FILED
SECTION RECORDS

MARCH 31, 1947

MEMORANDUM NO. 1190

Transfer of Sugar Rationing to the Department of Agriculture

The Secretary of Agriculture, acting by virtue of authority vested in him by law, including the Sugar Control Extension Act of 1947, hereby establishes within the Department of Agriculture an agency known as the Sugar Rationing Administration for the purpose of carrying out the functions vested in the Secretary of Agriculture by such Act. The personnel of such Administration shall include the personnel transferred to the Department of Agriculture in accordance with the Sugar Control Extension Act of 1947.

I hereby designate Frank E. Rice Acting Administrator and Secretary of the Sugar Rationing Administration. The Acting Administrator of the Sugar Rationing Administration shall report to the Secretary of Agriculture through, and be under the general supervision of James H. Marshall. The legal aspects of the work of the Sugar Rationing Administration shall be subject to the general supervision of the Solicitor of the Department of Agriculture.

As provided in Section 8(b) of the Sugar Control Extension Act of 1947, every order, directive, rule or regulation relating to any power, function, or duty vested by such Act, issued by any officer, or agent, or agency herebefore exercising such power, function, or duty, which is not in conflict with the provisions of such Act and which is in effect on March 31, 1947, shall continue in full force and effect, according to its terms, unless and until modified or rescinded by the Secretary of Agriculture.

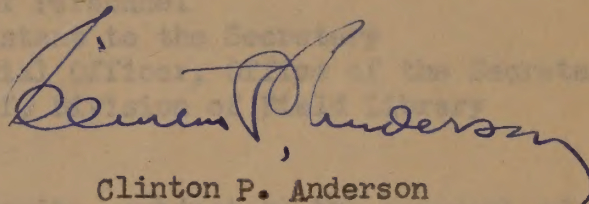
The Secretary of Agriculture delegates to James H. Marshall administrative authority to act for the Secretary in all matters relating to the Sugar Rationing Administration, except that the authority to issue sugar price and rationing regulations and amendments thereto, and the authority to maintain in his own name civil proceedings relating to matters within the scope of that Act are hereby expressly reserved to the Secretary of Agriculture.

Subject to the authority of the Secretary of Agriculture and of James H. Marshall herein set forth, the Secretary of Agriculture delegates to the Sugar Rationing Administration authority and responsibility to discharge all of the functions, powers, and duties conferred upon the Secretary by the Sugar Control Extension Act of 1947.

WASHINGTON, D. C.

There is hereby delegated to the Office of Administrative Hearings to be set up within the Sugar Rationing Administration all of the functions, powers, and duties relating to sugar heretofore delegated to the Office of Administrative Hearings of the Office of Price Administration by Second Revised General Order 46 of the Office of Price Administration, dated October 25, 1946.

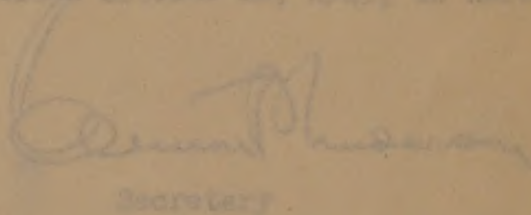
Until changed, revoked, or modified by order of the Secretary of Agriculture, James H. Marshall or the Administrator of the Sugar Rationing Administration, and except to the extent they may be inconsistent with this memorandum, all delegations and sub-delegations of authority and designation of functions of the Sugar Rationing Administration as they are now described in the Office of Price Administration manual covering the organization of those portions of the Office of Price Administration whose functions are transferred to the Department of Agriculture under the Sugar Control Extension Act of 1947 are hereby ratified, confirmed, and validated and shall remain in full force and effect.



Clinton P. Anderson
Secretary of Agriculture

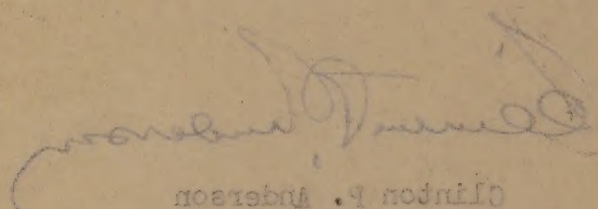
The board is authorized to prescribe regulations governing the removal of persons from the Department of Agriculture arising under the Executive Order and in accordance therewith. In the discharge of its responsibilities the board shall carefully consider all cases which are submitted to it. Upon review of all the evidence and full hearing, the board may find that grounds for removal exist, within the standards set forth in the Executive Order, it shall so recommend to the Secretary.

General Departmental Circular No. 13, dated October 16, 1943, is hereby accepted.


Secretary

There is hereby delegated to the Office of Administrative Hearings to be set up within the Sugar Rationing Administration all of the functions, powers, and duties relating to sugar heretofore delegated to the Office of Administrative Hearings of the Office of Price Administration by Second Revised General Order 48 of the Office of Price Administration, dated October 25, 1946.

Until changed, revoked, or modified by order of the Secretary of Agriculture, James H. Marshall or the Administrator of the Sugar Rationing Administration, and except to the extent they may be inconsistent with this memorandum, all delegations and sub-delegations of authority and designation of functions of the Sugar Rationing Administration as they are now described in the Office of Price Administration manual covering the organization of those portions of the Office of Price Administration whose functions are transferred to the Department of Agriculture under the Sugar Control Extension Act of 1947 are hereby ratified, confirmed, and validated and shall remain in full force and effect.



Clinton P. Anderson
Secretary of Agriculture



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.



FILED
MAY 1 1947
PLEASE RETURN TO
SECRETARY'S RECORDS

April 25, 1947.

U. S. D. A. 1
MEMORANDUM NO. 1191

Departmental Loyalty Board
Under Executive Order No. 9835.

Pursuant to the provisions of the attached Executive Order No. 9835, dated March 21, 1947, there is hereby established within the Department a Loyalty Board consisting of five members, and the following persons are designated to serve as members of the board:

W. Carroll Hunter, Solicitor, Chairman
T. Roy Reid, Director of Personnel
John P. McFarland, Assistant to the Secretary
Thomas J. Flavin, Judicial Officer, Office of the Secretary
Mildred C. Benton, Chief, Division of Field Library
Services, Library

The board is authorized to prescribe, subject to the approval of the Secretary, regulations governing the conduct of proceedings in the Department of Agriculture arising under the Executive Order and in accordance therewith. In the discharge of its responsibilities the board shall carefully consider all cases which are submitted to it. If, upon review of all the evidence and full hearing, the board concludes that grounds for removal exist, within the standards set forth in the Executive Order, it shall so recommend to the Secretary.

General Departmental Circular No. 13, dated October 16, 1943, is hereby canceled.

Secretary

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.



April 27, 1947

MEMORANDUM NO. 1191

Departmental Advisory Board
Under Executive Order No. 10000

Pursuant to the provisions of the attached Executive Order No. 10000, dated March 21, 1947, there is hereby established within the Department a Departmental Advisory Board consisting of five members, and the following persons are designated to serve as members of the Board:

- W. Carroll Hunter, Solicitor, Chairman
- T. Roy Bell, Director of Personnel
- John P. McFarland, Assistant to the Secretary
- Thomas J. Davis, Assistant Director, Office of the Secretary
- Walter C. Benton, Chief, Division of Field Library Services, Library

The Board is authorized to prescribe, subject to the approval of the Secretary, regulations governing the conduct of proceedings in the Department of Agriculture relative to the Executive Order and in accordance therewith. In the discharge of its responsibilities, the Board shall carefully consider all cases which are referred to it. It, upon review of all the evidence and full hearing, the Board concludes that grounds for removal exist, within the standards set forth in the Executive Order, it shall so recommend to the Secretary.

General Departmental Circular No. 13, dated October 18, 1946, is hereby canceled.

[Signature]
Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.



FILED

NOV 19 1947

PLACED IN TO
SECRET RECORDS
U. S. D. A. 1

November 14, 1947.

MEMORANDUM NO. 1191, SUPPLEMENT 1

Departmental Loyalty Board

Mr. E. J. Overby, Assistant to the Secretary, is hereby designated as a member of the Departmental Loyalty Board established by Memorandum No. 1191 of April 25, 1947. Mr. Overby replaces Mr. John P. McFarland, who has left the service of the Department.

Secretary



November 14, 1947

MEMORANDUM FOR THE SECRETARY

Departmental Loyalty Board

Mr. E. J. Overly, Assistant to the Secretary, is hereby designated as a member of the Departmental Loyalty Board established by Memorandum No. 1191 of April 22, 1947. Mr. Overly replaces Mr. John F. McFarland, who has left the service of the Department.

Secretary

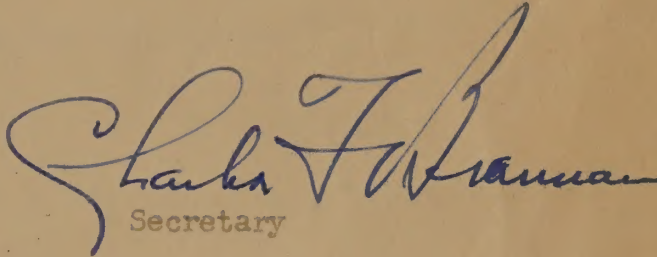
May 1, 1951

Departmental Loyalty Board

Mr. Raub Snyder, ^{Assistant} ~~Deputy~~ Administrator, ^{Production & Marketing} ~~Farmers Home~~

Administration, is hereby designated as a Member of the Departmental Loyalty Board established by Memorandum No. 1191 of April 25, 1947.

Mr. Snyder replaces Miss Mildred C. Benton, who has left the service of the Department.


Secretary

U. 29

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF PERSONNEL
WASHINGTON, D. C.

IN YOUR REPLY REFER TO
FILE:

FOR DEFENSE





UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

May 1, 1951

July 7, 1947

MEMORANDUM NO. 1191

National Farm Safety Week

center MEMORANDUM NO. 1191, SUPPLEMENT 2

Departmental Loyalty Board

Mr. Raub Snyder, Assistant Administrator, Production and Marketing Administration, is hereby designated as a Member of the Departmental Loyalty Board established by Memorandum No. 1191 of April 25, 1947. Mr. Snyder replaces Miss Mildred C. Benton, who has left the service of the Department.

I ask all agencies and employees of the Department to continue farm accident prevention during Farm Safety Week and throughout the year, and to cooperate fully with local officials and organizations in the campaign.

The Department Safety Council and the National Safety Council are supplying agencies of the Department with informational material and technical assistance for this program.

Secretary

W. E. Todd
Acting Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

May 1, 1931

MEMORANDUM NO. 1191, SUPPLEMENT 2

Departmental Loyalty Board

Mr. Paul Snyder, Assistant Administrator, Production and Marketing Administration, is hereby designated as a member of the Departmental Loyalty Board established by Memorandum No. 1191 of April 25, 1931. Mr. Snyder replaces Miss Mildred C. Benton, who has left the service of the Department.

Secretary

Reg. 8506



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.



July 7, 1947.

MEMORANDUM NO. 1192

National Farm Safety Week

The President by proclamation has called on the Nation to observe the week commencing July 20, 1947, as National Farm Safety Week. A copy of the proclamation is printed on the reverse side of this memorandum.

This is the fourth successive year that the Department and the National Safety Council have jointly sponsored National Farm Safety Week. This program has greatly stimulated interest in safety on the farm and without question has helped to save many lives and to avert a great many accidents which otherwise would have occurred. However, the job is a continuing one and there is and always will be need for our active participation. We know that farm accidents can be reduced through the persistent effort of everyone interested in farm life.

I ask all agencies and employees of the Department to emphasize farm accident prevention during Farm Safety Week and throughout the year, and to cooperate fully with local officials and organizations in the campaign.

The Department Safety Council and the National Safety Council are supplying agencies of the Department with informational material and technical assistance for this program.

N. E. Todd
Acting Secretary

Safety

DEPARTMENT OF AGRICULTURE
WASHINGTON, D. C.

July 7, 1937

MEMORANDUM FOR THE SECRETARY

National Safety Week

The President's proclamation has called on the Nation to observe the week commencing July 30, 1937, as National Safety Week. A copy of the proclamation is printed on the reverse side of this memorandum.

This is the fourth consecutive year that the Department and the National Safety Council have jointly sponsored National Safety Week. This program has greatly stimulated interest in safety to the farm and without question has helped to save many lives and to prevent great many accidents which otherwise would have occurred. However, the job is a continuing one and there is still much to be done. Our active participation in this year's activities can be reinforced through the continued effort of everyone interested in farm safety.

I ask all agencies and employees of the Department to emphasize farm accident prevention during farm safety week and throughout the year, and to cooperate fully with local officials and organizations in the campaign.

The Department Safety Council and the National Safety Council are supplying agencies of the Department with informational material and technical assistance for this program.

67-37
Voting Secretary

Reg. 3451



DEPARTMENT OF AGRICULTURE
WASHINGTON

May 28, 1947

MEMORANDUM NO. 1193

Delegation of Authority to Sign Tort Claim Vouchers

The Solicitor and the Associate Solicitor in charge of Forestry,
Research and General Legal Services, Office of the Solicitor,
are hereby authorized to execute the certificate on vouchers
for payment of claims under the Federal Tort Claims Act, that
the claim has been fully examined and approved.

Secretary

FILED

MAY 29 1947

PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A. 1

AUTHORIZATIONS

DEPARTMENT OF AGRICULTURE
WASHINGTON



MAY 28, 1947

FILED

MEMORANDUM NO. 1193

Delegation of authority to sign Tort Claim Vouchers
The Solicitor and the Associate Solicitor in charge of Tort Claims, Office of the Solicitor, Research and General Legal Services, are hereby authorized to execute the certificate on vouchers for payment of claims under the Federal Tort Claims Act, that the claim has been fully examined and approved.

Associate Solicitor



Reg. 3652

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.



June 2, 1947

MEMORANDUM NO. 1194

Reduction in Force Policy

FILED

JUN 4 1947

PLEASE RETURN TO
SECRETARY'S RECORDS

U. S. D. A.

In the light of the action by the House of Representatives on the Agriculture Appropriation Bill, the Department may be faced with substantial reductions in force.

The regulations of the Civil Service Commission, issued under authority of the Veterans Preference Act of 1944, provide, in a reduction in force, that veterans and non-veteran career employees be given preferential retention rights within the employing agency and across agency lines under certain conditions. A career veteran may displace a non-veteran employee. A non-veteran career employee may displace a war-service or temporary employee, whether veteran or non-veteran. A veteran war-service or temporary employee may displace a non-veteran war-service or temporary employee. In each instance, the employee who has retention rights must be qualified. It is possible to retain employees with special qualifications necessary to the performance of the job.

It is essential that in planning and carrying out reductions in force, the rights of career and veteran employees be protected. At the same time, we should retain able and experienced employees whenever it is permissible to do so under the requirements established by statute and Civil Service regulations.

It is the policy of the Department to apply the reassignment regulations to the end that the greatest number of qualified veterans and career employees may be retained in useful capacities in the Department without regard to agency lines. Agencies are requested to do everything possible to achieve that goal. I request that records of reductions in force and the application of retention rights be kept in such form as to permit prompt checking should claims of unfair treatment be received in the office of the Secretary.

I have authorized the Director of Personnel and his designated representatives to take or require agencies to take such action as may be necessary to insure compliance with this policy.

Beiman Anderson
Secretary

PERSONNEL 10-9-1

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.



June 3, 1942

MEMORANDUM NO. 1151

Retention in Force Policy

In the light of the action by the House of Representatives on the Agricultural Appropriation Bill, the Department may be faced with a substantial reduction in force.

The regulations of the Civil Service Commission, issued under authority of the Veterans Preference Act of 1924, provide, in a reduction in force, that veterans and non-veteran career employees be given preference in retention rights within the employing agency and across agency lines under certain conditions. A career veteran may displace a non-veteran employee. A non-veteran career employee may displace a war-veteran or temporary employee, whether veteran or non-veteran. A veteran war-service or temporary employee may displace a non-veteran war-service or temporary employee. In each instance, the employee who has retention rights must be qualified. It is possible to retain employees with special qualifications necessary to the performance of the job.

It is essential that in planning and carrying out reductions in force, the rights of career and veteran employees be protected. At the same time, we should retain able and experienced employees whenever it is permissible to do so under the requirements established by statute and Civil Service regulations.

It is the policy of the Department to apply the retention regulations to the end that the greatest number of qualified veterans and career employees may be retained in useful positions in the Department without regard to agency lines. Agencies are requested to do everything possible to achieve that goal. I request that reports of reductions in force and the application of retention rights be kept in such form as to permit prompt checking should claims of unfair treatment be received in the office of the Secretary.

I have authorized the Director of Personnel and his designated representatives to take or require agencies to take such action as may be necessary to insure compliance with this policy.

Samuel H. Murray
Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

*John is ready
for duplication
and distribution.*

MEMORANDUM NO. 1194

Reduction in Force Policy

In the light of the action by the House of Representatives on the Agriculture Appropriation Bill, the Department may be faced with substantial reductions in force.

The regulations of the Civil Service Commission, issued under authority of the Veterans Preference Act of 1944, provide, in a reduction in force, that veterans and non-veteran career employees be given preferential retention rights within the employing agency and across agency lines under certain conditions. A career veteran may displace a non-veteran employee. A non-veteran career employee may displace a war-service or temporary employee, whether veteran or non-veteran. A veteran war-service or temporary employee may displace a non-veteran war-service or temporary employee. In each instance, the employee who has retention rights must be qualified. It is possible to retain employees with special qualifications necessary to the performance of the job, ~~when other similarly qualified employees with higher retention rights are not available.~~

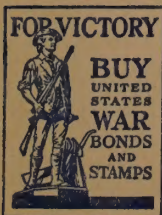
It is essential that in planning and carrying out reductions in force, the rights of career and veteran employees be protected. At the same time, we should retain able and experienced employees whenever it is permissible to do so under the requirements established by statute and Civil Service regulations.

It is the policy of the Department to apply the reassignment regulations to the end that the greatest number of qualified veterans and career employees may be retained in useful capacities in the Department without regard to agency lines. Agencies are requested to do everything possible to achieve that goal. (X)

I have authorized the Director of Personnel and his designated representatives to take or require agencies to take such action as may be necessary to insure compliance with this policy.

(+)

I request that records of reductions in force and the application of retention rights be kept in such form as to permit prompt checking ~~there~~ should claims of unfair treatment be received in the office of the secretary.



CSA

MEMORANDUM FOR THE SECRETARY

Reduction in Force Policy

In the light of the action by the House of Representatives on the Agriculture Appropriation Bill, the Department may be faced with substantial reductions in force.

The regulations of the Civil Service Commission, issued under authority of the Veterans Preference Act of 1924, provide, in a reduction in force, that veteran and non-veteran career employees be given priority in retention rights within the employing agency and across agency lines under certain conditions. A career veteran may displace a non-veteran employee. A non-veteran career may displace a non-veteran employee or temporary employee, whether veteran or non-veteran. A veteran may displace or temporarily employee may displace a non-veteran employee. In each instance, the employee who has retention rights must be qualified. It is possible to retain employees with special qualifications necessary to the performance of the job, even when qualified employees with similar retention rights are not available.

It is essential that in planning and carrying out reductions in force, these rights of career and veteran employees be protected. At the same time, we should realize that the retention of employees who are not qualified to do so under the requirements established by statute and Civil Service regulations.

It is the policy of the Department to apply the retention regulations to the end that the smallest number of qualified veteran and career employees may be retained in useful positions in the Department without regard to seniority. Vacancies are recommended to be filled by persons to whom retention rights apply.

I have authorized the Director of Personnel and his assistants to take on review agencies to take such action as may be necessary to insure compliance with this policy.

[Handwritten notes and signatures at the bottom of the page, including "Approved" and "S. H. H. 10/11/41"]

Reg. 3661



DEPARTMENT OF AGRICULTURE

WASHINGTON

FILED

JUN 25 1947

June 24, 1947.

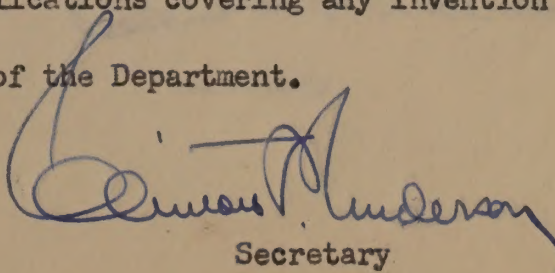
PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A. I

SECRETARY'S MEMORANDUM NO. 1195

Suspension of General Departmental Circular No. 4,
dated August 12, 1943, concerning the Filing of
Foreign Patent Applications

In consideration of the provisions of Executive Order No. 9865, issued by the President on June 14, 1947, which contemplates the acquisition by the United States of the right to file foreign patent applications on certain inventions resulting from research conducted or financed by the Government, the provisions of General Departmental Circular No. 4, dated August 12, 1943, which prescribe the procedure to be followed in the presentation, consideration, and handling of foreign patent applications covering inventions made by employees of the United States Department of Agriculture, are hereby suspended pending the consideration of regulations in furtherance of the Executive order of June 14, 1947.

Until further notice, no employee will be granted authority to file foreign patent applications covering any invention in any wise pertaining to the work of the Department.


Secretary

INVENTIONS /

DEPARTMENT OF AGRICULTURE

WASHINGTON

FILED



June 24, 1947

PLEASE FORWARD TO
SECRETARY'S RECORDS

SECRETARY'S MEMORANDUM NO. 1182

Suspension of General Departmental Circular No. 4,
dated August 12, 1943, concerning the filing of
foreign patent applications

In consideration of the provisions of Executive Order No. 9865,
issued by the President on June 11, 1947, which contemplates the
acquisition by the United States of the right to file foreign
patent applications on certain inventions resulting from research
conducted or financed by the Government, the provisions of General
Departmental Circular No. 4, dated August 12, 1943, which prescribe
the procedure to be followed in the presentation, consideration,
and handling of foreign patent applications covering inventions
made by employees of the United States Department of Agriculture,
are hereby suspended pending the consideration of regulations in
furtherance of the Executive order of June 11, 1947.

Until further notice, no employee will be granted authority to
file foreign patent applications covering any invention in any wise
pertaining to the work of the Department.

[Signature]
Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

FILED

JUN 26 1947

PLEASE RETURN TO
SECRETARY'S RECORDS

June 26, 1947.

U. S. D. A. 1

MEMORANDUM NO. 1196

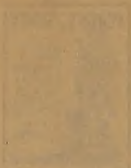
Transfer of the Federal Crop Insurance Corporation

Pursuant to the authority vested in me by the provisions of Section 22, Title 5, of the United States Code, Section 501 of Part V of Reorganization Plan No. 3 of 1946, and by the Federal Crop Insurance Act, as amended:

- (1) The functions, funds, personnel, and equipment of the Federal Crop Insurance Corporation are hereby transferred from the Production and Marketing Administration and established as a separate organizational entity in the Department.
- (2) There are hereby transferred to the Corporation from the Production and Marketing Administration such service personnel as may be required for the efficient discharge of the business of the Corporation. Such transfers shall be mutually agreed upon by both the Manager of the Federal Crop Insurance Corporation and the Administrator of the Production and Marketing Administration.
- (3) This order shall take effect on July 1, 1947.

Secretary





DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.



FIELD

June 22, 1947

PLANT
STOCK
U.S.D.A.
1

Transfer of the Federal Seed Inspection Station

Reference is made to the authority vested in the Secretary of Agriculture, Title 16, of the United States Code, Section 1613, and to the Federal Seed Inspection Station Act, 38 Stat. 1158, and to the Federal Seed Inspection Station Act, 38 Stat. 1158.

Whereas:

(1) The functions, powers, personnel, and equipment of the Federal Seed Inspection Station are hereby transferred to the Department of Agriculture, and the Federal Seed Inspection Station is hereby established as a Federal Seed Inspection Station.

(2) The Federal Seed Inspection Station is hereby transferred to the Department of Agriculture, and the Federal Seed Inspection Station is hereby established as a Federal Seed Inspection Station.

(3) This order shall take effect on July 1, 1947.

[Handwritten signature]

Secretary

Reg. 33-91

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.



February 16, 1948.

MEMORANDUM NO. 1196, SUPPLEMENT 1

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed as members of the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Public Law 320, 80th Congress, approved August 1, 1947:

The Under Secretary of Agriculture, or, in his absence, the Assistant Secretary of Agriculture, Chairman

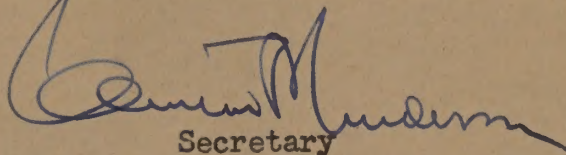
The Manager of the Federal Crop Insurance Corporation, or, in his absence, the Acting Manager

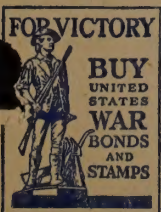
The Administrator, or, in his absence, the Acting Administrator, Production and Marketing Administration

James B. Cullison, Jr., Chicago, Illinois

Clarence W. Swanebeck, Fenton, Michigan

Memorandum No. 1118, Supplement 1, Amendment 2, of August 15, 1947, is hereby superseded.


Secretary



ORGANIZATION 11(F.C.I.C.)

DEPARTMENT OF AGRICULTURE
WASHINGTON, D. C.

February 1, 1943

MEMORANDUM FOR THE SECRETARY

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed as members of the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Public Law 381, 60th Congress, approved August 1, 1907:

The Under Secretary of Agriculture, or, in his absence, the Assistant Secretary of Agriculture,
Chairman

The Manager of the Federal Crop Insurance Corporation, or, in his absence, the Acting Manager

The Assistant Secretary, or, in his absence, the Acting Assistant Secretary, Production and Marketing Administration

James E. Sullivan, Jr., Chicago, Illinois

Charles E. Swenson, Detroit, Michigan

Memorandum No. 1118, Amendment 1, Amendment 2, of August 12, 1941, is hereby approved.

[Signature]
Secretary





DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

*Rec'd Sec. office
7-17-53*

May 20, 1953

MEMORANDUM NO. 1196, SUPPLEMENT 2

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed as members of the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)):

John H. Davis, Director, Commodity Marketing and Adjustment.

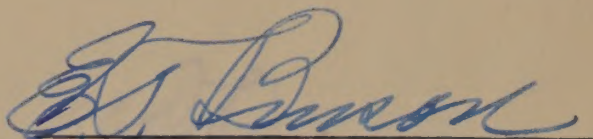
Howard H. Gordon, Administrator, Production and Marketing Administration.

C. S. Laidlaw, Manager, Federal Crop Insurance Corporation.

C. B. FunderBurk, Atlanta, Georgia.

Richard J. Roth, Chicago, Illinois.

Memorandum No. 1196, Supplement 1, of February 16, 1948 is hereby superseded.


Ezra Taft Benson, Secretary

ORGANIZATION 1 (FCIC)

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON



May 20, 1935

MEMORANDUM FOR THE SECRETARY

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed as members of the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (U.S.C. 1505(a)):

John H. Davis, Director, Commodity Marketing and Adjustment.

Robert E. Gorton, Administrator, Production and Marketing Administration.

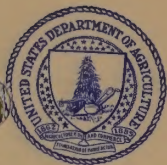
C. S. Feltz, Manager, Federal Crop Insurance Corporation.

C. W. Feltz, Assistant, Georgia.

Richard J. Mohr, Chicago, Illinois.

Memorandum No. 1196, Supplement 1, of February 16, 1935 is hereby superseded.

Very truly yours,
[Signature]



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 14, 1954

MEMORANDUM NO. 1196, SUPPLEMENT 3

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed as members of the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)):

Ross Rizley, Assistant Secretary, or, in his absence, John H. Davis, Assistant Secretary, Chairman

Howard H. Gordon, Administrator, Commodity Stabilization Service, or, in his absence, Marcus B. Braswell, Associate Administrator, Commodity Stabilization Service

C. S. Laidlaw, Manager, Federal Crop Insurance Corporation

C. B. FunderBurk, Atlanta, Georgia

Richard J. Roth, Chicago, Illinois

Memorandum No. 1196, Supplement 2, of May 20, 1953 is hereby superseded.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



January 14, 1935

MEMORANDUM NO. 1190, SUPPLEMENT 2

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed as members of the Board of Directors of the Federal Crop Insurance Corporation in accordance with the provisions of Section 552(a) of the Federal Crop Insurance Act, as amended (U.S.C. 1905(a)):

Paul Kinley, Assistant Secretary, or, in his absence, John W. Davis, Assistant Secretary,
Chairman

Howard E. Gordon, Administrator, Commodity Stabilization Service, or, in his absence, Morris E. Brewster, Associate Administrator,
Commodity Stabilization Service

C. E. Ladd, Manager, Federal Crop Insurance Corporation

T. B. Funderburk, Atlanta, Georgia

Richard J. Roth, Chicago, Illinois

Memorandum No. 1190, Supplement 2, of May 20, 1934 is hereby superseded.

[Handwritten signature]



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 15, 1954

MEMORANDUM NO. 1196, SUPPLEMENT 4

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)):

Ross Rizley, Assistant Secretary, or, in his absence, John H. Davis, Assistant Secretary, Chairman

James A. McConnell, Administrator, Commodity Stabilization Service, or, in his absence, Walter C. Berger, Associate Administrator, Commodity Stabilization Service

C. S. Laidlaw, Manager, Federal Crop Insurance Corporation

C. B. FunderBurk, Atlanta, Georgia

Richard J. Roth, Chicago, Illinois

Memorandum No. 1196, Supplement 3, of January 14, 1954 is hereby superseded.

A handwritten signature in blue ink, appearing to read "E. Brown", is written over a horizontal line.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



March 15, 1934

MEMORANDUM FOR THE SECRETARY

Report of the Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 5(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1501(a)).

Hugh Hickey, Assistant Secretary, or, in his absence, John A. Hickey, Assistant Secretary, Chairman

James A. Hickey, Administrator, Community Health Insurance Service, or, in his absence, Walter C. Hickey, Assistant Administrator, Community Health Insurance Service

C. C. Hickey, Manager, Federal Crop Insurance Corporation

C. C. Hickey, Atlanta, Georgia

Michael J. Hickey, Chicago, Illinois

Memorandum No. 1135, Supplement 3, of January 14, 1934 is hereby approved.



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

September 13 1954

MEMORANDUM NO. 1196, SUPPLEMENT 5

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)):

Ross Rizley, Assistant Secretary, or, in his absence, Earl L. Butz, Assistant Secretary, Chairman

James A. McConnell, Administrator, Commodity Stabilization Service, or, in his absence, Walter C. Berger, Associate Administrator, Commodity Stabilization Service

C. S. Laidlaw, Manager, Federal Crop Insurance Corporation

C. B. FunderBurk, Atlanta, Georgia

Richard J. Roth, Chicago, Illinois

Memorandum No. 1196, Supplement 4, of March 15, 1954 is hereby superseded.

A handwritten signature in blue ink, reading "True D. Morse", is written over a horizontal line.

True D. Morse
Acting Secretary

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.



MEMORANDUM NO. 1196, FEBRUARY 3

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 5(a) of the Federal Crop Insurance Act, as amended (U.S.C. 1932(a)):

ROSE B. BERRY, Assistant Secretary, or, in his absence, J. L. BERRY, Assistant Secretary, Chairman

ELMER L. MORTON, Administrator, Commodity Stabilization Service, or, in his absence, WALTER D. BERRY, Associate Administrator, Commodity Stabilization Service

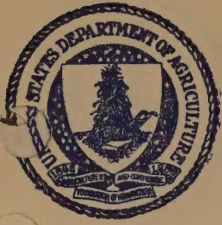
U. S. BERRY, Secretary, Federal Crop Insurance Corporation

E. L. UNDERHILL, Assistant Secretary

EDWARD J. BERRY, Chicago, Illinois

Memorandum No. 1196, Supplement 1, of March 12, 1934 is hereby amended.

[Handwritten signature]



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

January 31 1955

MEMORANDUM NO. 1196, SUPPLEMENT 6

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)):

James A. McConnell, Assistant Secretary, or,
in his absence, Earl L. Butz, Assistant Secretary, Chairman

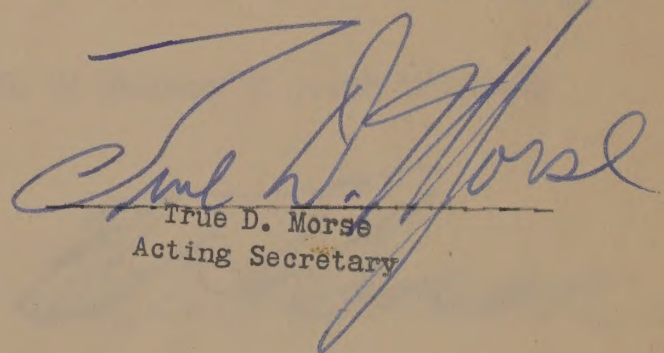
R. B. McLeaish, Administrator, Farmers Home Administration, or, in his absence, Walter C. Berger, Associate Administrator, Commodity Stabilization Service

C. S. Laidlaw, Manager, Federal Crop Insurance Corporation

C. B. FunderBurk, Atlanta, Georgia

Richard J. Roth, Chicago, Illinois

Memorandum No. 1196, Supplement 5, of September 13, 1954 is hereby superseded.


True D. Morse
Acting Secretary

ORGANIZATION / (FCIC)

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.



January 1932

THOMAS M. LADD, 1930, 1931, 1932

Went to Washington, D. C., for the purpose of...

The following are the names of persons who were...
...of the...
...of the...
...of the...
...of the...

John A. McGinnis, Assistant Secretary,
in the...
...of the...

...of the...
...of the...
...of the...
...of the...

...of the...
...of the...

...of the...
...of the...

...of the...
...of the...

...of the...
...of the...

...of the...
...of the...



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

December 15 1955

MEMORANDUM NO. 1196, SUPPLEMENT 7

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)):

James A. McConnell, Assistant Secretary, or,
in his absence, Earl L. Butz, Assistant Secretary, Chairman

R. B. McLeaish, Administrator, Farmers Home Administration, or, in his absence, Walter C. Berger, Associate Administrator, Commodity Stabilization Service

C. S. Laidlaw, Manager, Federal Crop Insurance Corporation, or, in his absence, C. A. Fretts, Assistant Manager, Federal Crop Insurance Corporation

C. B. FunderBurk, Atlanta, Georgia

An additional member, experienced in the insurance business and not otherwise employed by the Government, will be designated in the near future.

Memorandum No. 1196, Supplement 6, of January 31, 1955 is hereby superseded.

A large, stylized handwritten signature in blue ink, likely of the Assistant Secretary, is written over the bottom right portion of the document.

ORGANIZATION 1 (FCIC)

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.



December 15, 1935

MEMORANDUM NO. 1195, SUPPLEMENT 7

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)):

James A. McConnelly, Assistant Secretary, or,
in his absence, Earl I. Butz, Assistant Secretary, Chairman

R. B. McLeslie, Administrator, Farmers Home Administration, or, in his absence, Walter C. Berger, Associate Administrator, Commodity Stabilization Service

C. E. Laidlaw, Manager, Federal Crop Insurance Corporation, or, in his absence, C. A. Fretts, Assistant Manager, Federal Crop Insurance Corporation

C. B. Funderburk, Atlanta, Georgia

An additional member, experienced in the insurance business and not otherwise employed by the Government, will be designated in the near future.

Memorandum No. 1195, Supplement 6, of January 31, 1935 is hereby superseded.

ORGANIZATION 1 (FIC)



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

January 24 1956

MEMORANDUM NO. 1196, SUPPLEMENT 8

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)):

Earl L. Butz, Assistant Secretary, or, in his absence, Kenneth L. Scott, Director, Agricultural Credit Services, Chairman

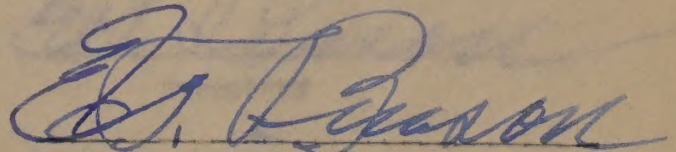
R. B. McLeaish, Administrator, Farmers Home Administration, or, in his absence, Walter C. Berger, Associate Administrator, Commodity Stabilization Service

C. A. Fretts, Acting Manager, Federal Crop Insurance Corporation

C. B. FunderBurk, Atlanta, Georgia

An additional member, experienced in the insurance business and not otherwise employed by the Government, will be designated in the near future.

Memorandum No. 1196, Supplement 7, of December 15, 1955 is hereby superseded.


Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

January 24, 1955

MEMORANDUM NO. 1196, SUPPLEMENT 8

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 502(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1502(a)):

Earl L. Butz, Assistant Secretary, or, in his absence, Kenneth L. Scott, Director, Agricultural Credit Services, Chairman

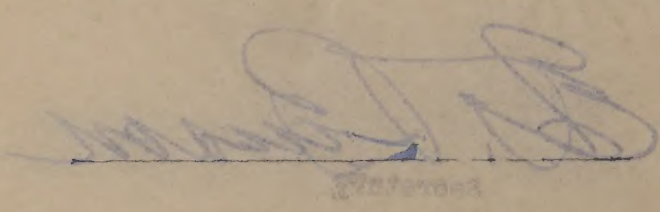
R. B. McLesiah, Administrator, Farmers Home Administration, or, in his absence, Walter C. Berger, Associate Administrator, Commodity Stabilization Service

C. A. Trotts, Acting Manager, Federal Crop Insurance Corporation

C. B. Funderburk, Atlanta, Georgia

An additional member, experienced in the insurance business and not otherwise employed by the Government, will be designated in the near future.

Memorandum No. 1196, Supplement 7, of December 15, 1955 is hereby superseded.





DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

March 16 1956

MEMORANDUM NO. 1196, SUPPLEMENT 9

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)):

Marvin L. McLain, Assistant Secretary, or, in his absence, Earl L. Butz, Assistant Secretary, Chairman

Kenneth L. Scott, Director, Agricultural Credit Services, or, in his absence, Earl M. Hughes, Administrator, Commodity Stabilization Service

C. A. Fretts, Acting Manager, Federal Crop Insurance Corporation

C. B. FunderBurk, Atlanta, Georgia

An additional member, experienced in the insurance business and not otherwise employed by the Government, will be designated in the near future.

Memorandum No. 1196, Supplement 8, of January 24, 1956 is hereby superseded.

A handwritten signature in blue ink, which appears to be "E. L. Butz", is written over a horizontal line.

Secretary

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

MEMORANDUM NO. 1190, SUPPLEMENT 2

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 205(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)):

Herbert H. McLean, Assistant Secretary, or, in his absence, Earl L. Bates, Assistant Secretary,
Chairman

Kenneth L. Scott, Director, Agricultural Credit Services, or, in his absence, Earl M. Hughes,
Administrator, Commodity Stabilization Service

C. A. Prosser, Acting Manager, Federal Crop Insurance Corporation

C. B. Brundage, Atlanta, Georgia

An additional member, experienced in the insurance business and not otherwise employed by the Government, will be designated in the near future.

Memorandum No. 1190, Supplement 2, of January 24, 1950 is hereby superseded.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

June 22, 1956

MEMORANDUM NO. 1196, SUPPLEMENT 10

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)):

Marvin L. McLain, Assistant Secretary, or, in his absence, Earl L. Butz, Assistant Secretary, Chairman

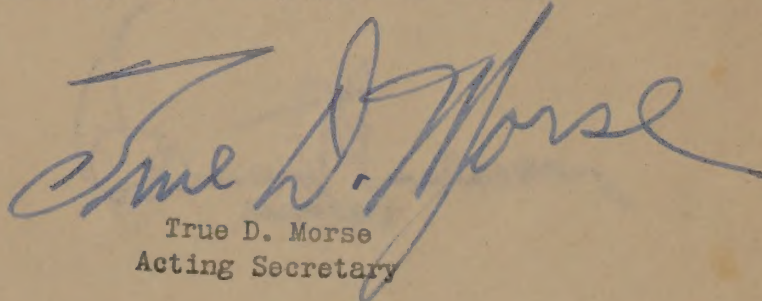
Kenneth L. Scott, Director, Agricultural Credit Services, or, in his absence, Earl M. Hughes, Administrator, Commodity Stabilization Service

Frank N. McCartney, Manager, Federal Crop Insurance Corporation, or, in his absence, C. A. Fretts, Assistant Manager, Federal Crop Insurance Corporation

C. B. FunderBurk, Atlanta, Georgia

An additional member, experienced in the insurance business and not otherwise employed by the Government, will be designated in the near future.

Memorandum No. 1196, Supplement 9, March 16, 1956 is hereby superseded.


True D. Morse
Acting Secretary

March 16, 1936

MEMORANDUM NO. 1196, SUPPLEMENT 10

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)):

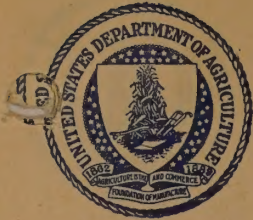
Marvin L. Mohlin, Assistant Secretary, or, in his absence, Earl M. Buda, Assistant Secretary, Chairman
Kenneth B. Scott, Director, Agricultural Credit Service, or, in his absence, Earl M. Hughes, Administrator, Commodity Stabilization Service
Frank W. McManey, Manager, Federal Crop Insurance Corporation, or, in his absence, C. A. Hester, Assistant Manager, Federal Crop Insurance Corporation

C. B. Funderburk, Atlanta, Georgia

An additional member, experienced in the insurance business and not otherwise employed by the Government, will be designated in the near future.

Memorandum No. 1196, Supplement 9, March 16, 1936 is hereby superseded.

Very truly yours,
The Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

JUL 2 1947

PLEASE RETURN TO
SECRETARY'S RECORDS

July 1, 1947.

U. S. D. A. 1

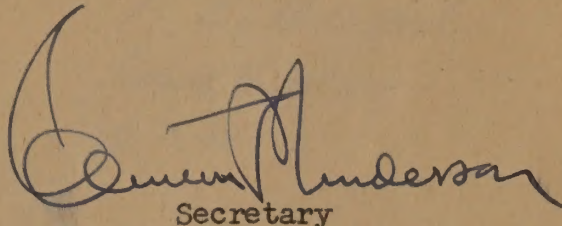
MEMORANDUM NO. 1197

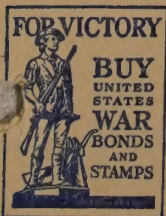
Designation of Agencies to Administer Functions Transferred
to the Secretary of Agriculture under Section 301
of Part III of Reorganization Plan No. 1 of 1947

Pursuant to the authority vested in me by Section 301 of Part III of Reorganization Plan No. 1 of 1947, effective July 1, 1947, under the Reorganization Act of 1945 (Public Law 263 - 79th Congress), the functions transferred therein to the Secretary of Agriculture are vested in an Agricultural Research Administration which is hereby established, and shall be administered, through the following bureaus and offices, under the direction and supervision of an Administrator: The Bureau of Animal Industry, the Bureau of Dairy Industry, the Bureau of Plant Industry, Soils and Agricultural Engineering, the Bureau of Entomology and Plant Quarantine, the Bureau of Agricultural and Industrial Chemistry, the Bureau of Human Nutrition and Home Economics, the Office of Experiment Stations, the Agricultural Research Center, and the Office of Agricultural Research Administrator.

The Agricultural Research Administration created hereunder shall have the same organization, personnel and functions and shall exercise the same authorizations and delegations as the Agricultural Research Administration established in accordance with Part III of Secretary's Memorandum 960 of December 13, 1941, as amended and supplemented, and Executive Order 9069, February 23, 1942 (7 F.R. 1409).

The provisions of this order shall become effective July 1, 1947.


Secretary



ORGANIZATION. /



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

Reg. 3508



July 11, 1947.

MEMORANDUM NO. 1198

FILED

JUL 23 1947

PLEASE RETURN TO
SECRETARY'S OFFICE

Transfer of Certain Marketing Research Functions from
the Bureau of Agricultural Economics to the
Production and Marketing Administration

To facilitate administration and coordination of the Department's research program in the field of marketing, the marketing research activities with reference to the technical improvement of market facilities, transportation methods, packing and packaging, and wholesale and retail market practices, are hereby transferred from the Bureau of Agricultural Economics to the Production and Marketing Administration, together with such personnel, ^{and} property, ~~and funds~~ associated with the above activities as mutually agreed upon by the Chief, Bureau of Agricultural Economics, and the Administrator, Production and Marketing Administration.

*W.A.M.
E.A.M.
Checked with
Wells & E.
Tr. 10/24/47
95*

The Bureau of Agricultural Economics will continue as the principal agency of the Department for research relating to factors affecting prices, consumption, demand and general outlook for farm products, and for work in the general field of the economics of marketing and transportation, including the economic and statistical analyses of marketing costs and margins and cooperation with other agencies in the Department and the Land-Grant Colleges and Universities on the economic and statistical phases of marketing and transportation work.

The effective date of the transfer shall be determined by the heads of the agencies concerned.

J. E. Todd

Acting Secretary

W. G. M.

Concurred In:

Orie V. Weller
Chief, Bureau of Agricultural
Economics

Rayl S. Ligg
Deputy Administrator, Production and
Marketing Administration

ORGANIZATION 1(AE)

DEPARTMENT OF AGRICULTURE

WASHINGTON, D. C.

July 17, 1914

1914

Director of Foreign Affairs, Department of Agriculture
The Bureau of Agricultural Economics to the
Trade and Commerce Administration

The following information is being furnished to you for your information and guidance. It is the result of a study of the various factors which enter into the production and distribution of agricultural products, and the effect of the various laws and regulations which govern the same. It is hoped that this information will be of some service to you in your work.

The following information is being furnished to you for your information and guidance. It is the result of a study of the various factors which enter into the production and distribution of agricultural products, and the effect of the various laws and regulations which govern the same. It is hoped that this information will be of some service to you in your work.

The following information is being furnished to you for your information and guidance. It is the result of a study of the various factors which enter into the production and distribution of agricultural products, and the effect of the various laws and regulations which govern the same. It is hoped that this information will be of some service to you in your work.

Very respectfully,
J. B. Thompson

Enclosed

Very truly yours,
J. B. Thompson

Very truly yours,
J. B. Thompson



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

Reg. 3571



JUL 22 1947
PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A. I

July 18, 1947

MEMORANDUM NO. 1199

Administrator, Research and Marketing Act

Mr. E. A. Meyer is hereby designated Administrator, Research and Marketing Act. The Administrator shall be responsible for the coordination, general oversight, and development of the marketing policies and activities of the Department and the integration of research, education, and production programs in their relation to market activities. The Administrator shall also be responsible for maintaining relations with State agencies and other institutions cooperating in marketing, regulatory, and service programs; and for the general direction of activities under the Research and Marketing Act of 1946. The heads of agencies shall submit to the Administrator, Research and Marketing Act, such proposals, reports, and other information as he may request.

The Administrator shall be the Chairman of a Research and Marketing Advisory Group, which shall consist of the heads of the:

Agricultural Research Administration
Office of Experiment Stations - ARA
Soil Conservation Service
Bureau of Agricultural Economics
Forest Service
Production & Marketing Administration
Farm Credit Administration
Office of Foreign Agricultural Relations
Extension Service
Rural Electrification Administration

The Administrator and the heads of the Agricultural Research Administration, the Production and Marketing Administration, the Bureau of Agricultural Economics, and the Office of Experiment Stations shall constitute the Executive Committee of the Group.

Secretary's Memorandum No. 1182, issued December 27, 1946, is hereby superseded.

Secretary

ORGANIZATION |

MEMORANDUM NO. 1197

Administrator, Research and Marketing Act

Mr. E. A. Meyer is hereby designated Administrator, Research and Marketing Act. The Administrator shall be responsible for the coordination, general oversight, and development of the marketing policies and activities of the Department and the integration of research, education, and production programs in their relation to market activities. The Administrator shall also be responsible for maintaining relations with State agencies and other institutions cooperating in marketing, regulatory, and service programs; and for the general direction of activities under the Research and Marketing Act of 1946. The heads of agencies shall submit to the Administrator, Research and Marketing Act, such proposals, reports and other information as he may request.

The Administrator shall be the Chairman of a Research and Marketing Advisory Group, which shall consist of the heads of the:

- Agricultural Research Administration
- Office of Experiment Stations - ARA
- Soil Conservation Service
- Bureau of Agricultural Economics
- Forest Service
- Production and Marketing Administration
- Farm Credit Administration
- Office of Foreign Agricultural Relations
- Extension Service
- Rural Electrification Administration

The Administrator and the heads of the Agricultural Research Administration, the Production and Marketing Administration, the Bureau of Agricultural Economics, and the Office of Experiment Stations shall constitute the Executive Committee of the Group.

Secretary's Memorandum No. 1182, dated December 27, 1946, is hereby superseded.

Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

Aug. 13, 1947.

MEMORANDUM NO. 1200

Foreign Patents on Inventions Resulting From
Research Financed by Department Funds

In order to provide for the protection abroad of inventions resulting from research financed by the expenditure of appropriations of this Department, in accordance with Executive Order 9865, all such inventions in which the Government of the United States has acquired or hereafter acquires the right to file foreign patent applications, whether by virtue of ownership of the invention, transfer, export control, application regulation, or otherwise, will be submitted to the Department of Commerce by the Secretary with a recommendation in each case as to whether patent protection abroad should or should not be sought on behalf of the United States. Whenever such protection is recommended in any particular case, the submission to the Department of Commerce shall include further recommendations as to the specific foreign jurisdiction or jurisdictions in which the protection should be sought and indicate what is known of the immediate or future industrial, commercial, or other value of the invention concerned, including its value to public health.

No officer or employee of this Department shall file or cause to be filed on such invention any foreign application for patent (except on behalf of and at the direction of the Government) or take any steps to preclude the filing of an application on behalf of the Government, unless the Government's right to file such application has been abandoned, provided that such application may be filed within the limitations of time set by law in order to safeguard the right to obtain a patent thereon, but the application shall be maintained or a patent accepted thereafter only in the event the Government abandons its right to file such an application.

The Government's right to file a foreign application for patent shall not be construed as having become abandoned unless (1) the agency of the Department of Commerce having the responsibility for deciding the question declares that it is the intention of the Government not to file the foreign application; or (2) the limitations of time set by law for the filing of such application for patent have expired.

General Departmental Circular No. 4, dated August 12, 1943, is hereby revoked.

J. E. Dodd
Acting Secretary

INVENTIONS /



FILED

AUG 14 1947

PLEASE RETURN TO
SECRETARY'S RECORDS
S. D. A.

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

August 12, 1907

MEMORANDUM NO. 1200

Foreign Patents on Inventions Resulting from Research Financed by Government Funds

In order to provide for the protection abroad of inventions resulting from research financed by the Government of appropriations of this Department, in accordance with Executive Order 9865, all such inventions in which the Government of the United States has acquired or hereafter acquires the right to file foreign patent applications, whether by virtue of ownership of the invention, transfer, export control, application regulation, or otherwise, will be submitted to the Department of Commerce by the Secretary with a recommendation in each case as to whether patent protection abroad should or should not be sought on behalf of the United States. Whenever such protection is recommended in any particular case, the submission to the Department of Commerce shall include further recommendations as to the specific foreign jurisdiction or jurisdictions in which the protection should be sought and indicate what is known of the invention or inventions in-ustrial, commercial, or other value of the invention concerned, including its value to public health.

No officer or employee of this Department shall file or cause to be filed on such invention any foreign application for patent (except on behalf of and at the direction of the Government) or take any steps to procure the filing of an application on behalf of the Government, unless the Government's right to file such application has been abandoned, provided that such application may be filed within the limitations of time set by law in order to safeguard the right to obtain a patent thereon, but the application shall be maintained or a patent accepted thereafter only in the event the Government abandons its right to file such an application.

The Government's right to file a foreign application for patent shall not be construed as having become abandoned unless (1) the agency or the Department of Commerce having the responsibility for deciding the question declares that it is the intention of the Government not to file the foreign application; or (2) the limitations of time set by law for the filing of such application for patent have expired.

General Departmental Circular No. 1, dated August 12, 1907, is hereby revoked.

Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

February 19, 1988

SECRETARY'S MEMORANDUM 1200-1

IMPLEMENTATION OF EXECUTIVE ORDER 12612

1 BACKGROUND AND PURPOSE

On October 26, 1987, President Reagan signed Executive Order 12612 entitled Federalism (52 F.R. 41685). It represents a major initiative by the President and will have a significant impact on Departmental regulations, legislative proposals, and policy development. This Order establishes a number of fundamental "Federalism Principles" which are to guide Executive departments and agencies when they formulate and implement regulations, legislative proposals and statements of policy that have direct effects on the States, the relationship between the federal government and the States, and the distribution of power and responsibilities among the various levels of government.

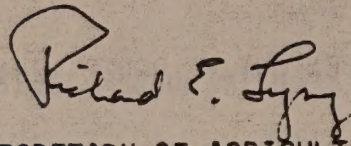
2 IMPLEMENTATION

- a The General Counsel will be responsible for ensuring implementation by the Department's agencies of Executive Order 12612, which applies to policies, regulatory initiatives, and legislative proposals that come within the provisions of Executive Order 12291 and OMB Circular No. A-19. Agency heads shall be responsible initially for identifying proposed policies, regulatory initiatives and legislative proposals that may have sufficient federalism implications to warrant the preparation of a federalism assessment pursuant to Executive Order 12612. The General Counsel shall then determine whether the preparation of an assessment by the agency is required. The assessment must be considered in all decisions involved in promulgating or advancing the proposed policy, regulation, or legislative proposal. All required assessments: (1) must include a certification by the General Counsel that the proposal has been assessed in light of the requirements of this order; (2) must be considered in all decisions involved in promulgating or advancing the proposed policy, regulation, or legislative proposal; and (3) must accompany any submission to OMB concerning that policy, regulation, or legislative proposal.
- b Copies of Executive Order 12612 should be distributed to all employees who are involved in the formulation or review of

DISTRIBUTION: 12

OPI: OGC

policies or program analyses that may relate to the concerns of this Order. The Order is to be considered carefully in the development of regulations, legislative proposals, and other policy documents.

A handwritten signature in dark ink, appearing to read "Richard E. Lyng". The signature is written in a cursive, somewhat stylized script.

SECRETARY OF AGRICULTURE

FILED

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

SEP 9 1947

September 4, 1947.

PLEASE RETURN TO
SECRETARY'S RECORDS

MEMORANDUM NO. 1201

Responsibility for Handling Public and Congressional Inquiries

This Memorandum is issued for the purpose of incorporating in the written rules what has long been the unwritten policy of the Department, namely, that it is the responsibility of employees of the Department to handle inquiries promptly, courteously, and with as little inconvenience as possible to the person making the inquiry. This is part of our obligation as public servants.

1. Public Inquiries

When a member of the public asks an employee for information which is not within his area of responsibility, he should arrange to put the inquirer in touch with the proper person in the Department with as little delay as possible. If the employee does not know who this is, he should, as a rule, check by telephone until he is sure that he is referring the inquirer to the proper person. In Washington, the Information and Publications Desk maintained by the Office of Information in the Patio of the Administration Building, extension 2791, is responsible for handling subject-matter inquiries, whether by telephone or in person, when there is doubt as to where the inquirer should be referred, and such inquiries may properly be referred to this Desk.

The important thing is that employees must be ready to go out of their way to put persons making inquiries directly in touch with the proper employee, whether in the same or another agency of the Department. We should remember that members of the public usually are not familiar with the organization of the Department and that it may be very difficult for them to find unaided the persons who can answer their questions. People very commonly form an opinion as to whether or not the Department is an efficient organization from the way in which their inquiries are handled.

2. Congressional Inquiries

Congressional inquiries ^{should} ~~must~~ be handled with all possible dispatch. Heads of organizational units throughout the Department ^{are} ~~will be held~~ responsible for seeing that such inquiries are taken care of without delay.

If a member of the Department receives a Congressional telephone call which is not within his area of responsibility but which can be answered by someone within his agency, he should make sure that this is the case and arrange to have this person return the call immediately or, if he is out and cannot be located at once, for his office to advise the Congressman's office of this fact. Congressional calls ~~must~~ not be transferred without making sure

↑ should

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

September 4, 1934

MEMORANDUM NO. 1201

Responsibility for Handling Public and Congressional Inquiries

This memorandum is issued for the purpose of incorporating in the written rules what has long been the unwritten policy of the Department, namely, that it is the responsibility of employees of the Department to handle inquiries promptly, courteously, and with as little inconvenience as possible to the person making the inquiry. This is part of our obligation as public servants.

1. Public Inquiries

When a member of the public asks an employee for information which is not within his area of responsibility, he should arrange to put the inquiry in touch with the proper person in the Department with as little delay as possible. If the employee does not know who this is, he should, as a rule, check by telephone until he is sure that he is referring the inquiry to the proper person. In Washington, the information and publications desk maintained by the Office of Information is the basis of the administration building, extension 2791, is responsible for handling subject-matter inquiries, whether by telephone or in person, when there is doubt as to where the inquiry should be referred, and such inquiries may properly be referred to this desk.

The important thing is that employees must be ready to go out of their way to put persons making inquiries directly in touch with the proper employee, whether in the same or another agency of the Department. We should remember that members of the public usually are not familiar with the organization of the Department and that it may be very difficult for them to find needed the persons who can answer their questions. It is a very common thing for an opinion as to whether or not the Department is an efficient organization from the way in which their inquiries are handled.

2. Congressional Inquiries

Congressional inquiries must be handled with all possible dispatch. Heads of organizational units throughout the Department will be held responsible for seeing that such inquiries are taken care of without delay.

If a member of the Department receives a Congressional telephone call which is not within his area of responsibility but which can be answered by someone within his agency, he should make sure that this is the case and cannot to have this person return the call immediately or, if he is out and cannot be located at once, for his office to advise the Congressman's office of this fact. Congressional calls must not be transferred without making sure

2 - Memorandum No.

that the person to whom the call is referred is in fact the proper person to answer the call. Such calls ~~must~~^{should} either be answered or acknowledged immediately.

When a Congressional call in Washington cannot be handled in this way, the person receiving the call may say that he will arrange to have the proper person call back and may then ask the Congressional Unit, Inquiries and Distribution Service, Office of Information, extensions 3365 and 4303, to arrange to have the proper person return the call or for his office to acknowledge the call at once if he is out and cannot be located. If the call relates to proposed legislation, the matter should be referred to the Division of Legislative Reports, Office of Budget and Finance, extension 4654, rather than to the Congressional Unit of the Inquiries and Distribution Service.

Charles F. Brannan
Acting Secretary

that the person to whom the call is referred is in fact the proper person to answer the call. Such calls must either be answered or acknowledged immediately.

When a Congressional call in Washington cannot be handled in this way, the person receiving the call may say that he will arrange to have the proper person call back and may then ask the Congressional Unit, Industries and Distribution Service, Office of Information, extensions 3303 and 4303, to arrange to have the proper person return the call or for his office to acknowledge the call at once if he is out and cannot be located. If the call relates to proposed legislation, the matter should be referred to the Division of Legislative Reports, Office of Budget and Finance, extension 4041, rather than to the Congressional Unit of the Industries and Distribution Service.

Charles E. [Signature]
Acting Secretary

Reg 3643 35-48

11

October 22, 1947
May 16, 1947

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

1202
MEMORANDUM NO. ~~1198~~

FILED

Departmental Personnel Policy

MAY 23 1947

PLEASE RETURN TO

SECRETARY'S RECORDS

To do its job well, the Department of Agriculture must serve the whole people honestly, efficiently, economically, and wholeheartedly. Effective accomplishment of this calls for administration of the highest calibre at every level throughout the Department. U. S. D. A. 1

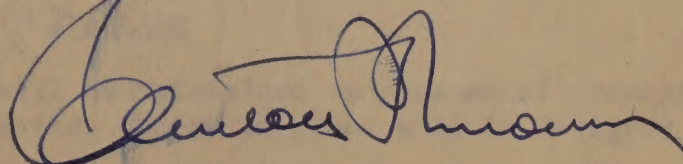
To this end, the policies governing personnel in this Department must be positive and creative. They must be so planned and executed as to make for the most effective operation possible. They must be uniform and uniformly adhered to throughout our agencies, and in both Departmental and field services. There should be a common understanding among all employees of their obligations and responsibilities, of their rights, and of their relations to each other, to the Department, and to the public which they serve.

The personnel policy outlined herewith has been developed as a statement of the Department's objectives in its management of its human resources. Throughout the Department, employees at all levels and in all types of work have taken the opportunity furnished them of contributing their recommendations to the shaping of this policy. The Department's past experience and many of these suggestions taken together have gone to make up this statement of policy.

Each of us who has executive and supervisory responsibility is, of course, a personnel manager and as such has the obligation of seeing that these policies are understood and carried out in his sphere of activity. What the Department of Agriculture achieves depends primarily on its employees, on the relations among them, and on the conditions under which they work.

General Departmental Circular No. 34 and Secretary's Memorandum No. 753, Revision II, are hereby canceled. The Director of Personnel will issue necessary supplemental instructions.

Arrangements should be made for each present and new employee to be given a copy of this statement.



Secretary

PERSONNEL

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

May 10, 1933

1833

MEMORANDUM FOR THE SECRETARY

Departmental Personnel Policy

To do its job well, the Department of Agriculture must serve the people honestly, efficiently, economically, and unselfishly. Effective accomplishment of this calls for maintenance of the highest caliber at every level throughout the Department.

To this end, the policies governing personnel in this Department must be positive and creative. They must be so planned and executed as to make for the most effective operation possible. They must be uniform and uniformly adhered to throughout our agencies, and in both Departmental and field services. There should be a common understanding among all employees of their obligations and responsibilities, of their rights, and of their relation to each other, to the Department, and to the public which they serve.

The personnel policy outlined herewith has been developed as a statement of the Department's objectives in its management of its human resources. Throughout the Department, employees at all levels and in all types of work have taken the opportunity furnished them of contributing their recommendations to the shaping of this policy. The Department's past experience and many of these suggestions taken together have gone to make up this statement of policy.

Each of us who has executive and supervisory responsibility is, of course, a personnel manager and as such has the obligation of seeing that these policies are understood and carried out in his sphere of activity. What the Department of Agriculture chiefly demands primarily on its employees, on the relations among them, and on the conditions under which they work.

General Departmental Circular No. 31 and Secretary's Memorandum No. 125, Revision II, are hereby canceled. The Director of Personnel will issue necessary supplemental instructions.

Arrangements should be made for each present and new employee to be given a copy of this statement.

Secretary

THE PERSONNEL POLICY
of the
UNITED STATES DEPARTMENT OF AGRICULTURE

Relations of Employees with the Public

Service to the public is the primary obligation of every employee, and employees should conduct their work with this in mind. Each employee should conduct himself in such a manner as to create and maintain respect for the Department and the public service.

Obligations of Employees to the Department

Each employee is obligated to render full and effective service. Employment in the Department is not a right deriving from possession of a position but from the rendering of such service, both in quality and quantity, as justifies continuance of employment. Industry, cooperation, and loyal adherence to established Departmental objectives are expected of all employees. The Department expects constructive suggestions for improvement of its work from every employee.

Recruitment and Placement

In filling vacant positions the best qualified person available will be chosen, regardless of race, sex, color, creed, political affiliation, personal sponsorship, or other extraneous considerations.

With due recognition of the ~~existing~~ need for introduction of persons from outside the Department at any level, it will be the general policy of the Department to transfer and promote to vacancies persons already employed in the Department, provided their personal qualifications, training, and experience are at least equal to those of applicants from other sources.

A sincere and planned effort will be made to place each employee in the work to which he is best suited and in which he will contribute most.

Standards of Service

Each employee is entitled, throughout his career in the Department, to know the full requirements of his job and the standards by which his service will be measured. It is the responsibility of each supervisor to see that adequate standards are provided.

Training

Employee training programs will be maintained as a means of promoting effective and economical service. These programs will be designed to

THE PERSONNEL POLICY
of the
UNITED STATES DEPARTMENT OF AGRICULTURE

Relations of Employees with the Public

Service to the public is the primary obligation of every employee, and employees should conduct their work with this in mind. Each employee should conduct himself in such a manner as to create and maintain respect for the Department and the public service.

Obligations of Employees to the Department

Each employee is obligated to render full and effective service. Employment in the Department is not a right deriving from possession of a position but from the rendering of such service, both in quality and quantity, as justifies continuance of employment. Industry, cooperation, and loyal adherence to established Departmental objectives are expected of all employees. The Department expects constructive suggestions for improvement of its work from every employee.

Recruitment and Placement

In filling vacant positions the best qualified person available will be chosen, regardless of race, sex, color, creed, political affiliation, personal sponsorship, or other extraneous considerations.

With the recognition of the emergency need for introduction of persons from outside the Department at any level, it will be the general policy of the Department to transfer and promote to vacant positions already employed in the Department, provided their personal qualifications, training, and experience are at least equal to those of applicants from other sources.

A sincere and planned effort will be made to place each employee in the work to which he is best suited and in which he will contribute most.

Standards of Service

Each employee is entitled, throughout his career in the Department, to know the full requirements of his job and the standards by which his service will be measured. It is the responsibility of each supervisor to see that adequate standards are provided.

Training

Employee training programs will be maintained as a means of promoting effective and economical service. These programs will be designed to

help the employee become adjusted to his situation, to give the best service on the job in terms of mutually understood standards of performance and accomplishments, and to help him prepare for broader service and for advancement to work of greater responsibility.

Development on the job of the abilities of employees is a major responsibility to be shared both by employees and by those who supervise their work.

Safety, Health, and Welfare

Safe, sanitary, and healthful working conditions will be provided for all employees. Each employee will be expected to perform his work in such a way as to prevent damage to property or injury to himself or others. Because annual vacations are important to maintain health and efficiency, employees will be encouraged to take planned annual leaves, and supervisors should schedule work accordingly. The Department will encourage the development of and will cooperate with organized employee activities.

Salaries and Wages

Employees will receive uniform compensation for work of equal difficulty and responsibility, in accordance with whatever compensation plan applies to the class of employees concerned.

Honors and Awards

Exceptional and meritorious contributions of employees to efficient and constructive public service shall be recognized by honor awards, cash awards, within-grade promotions, letters of commendation, or other appropriate means.

Conduct

Each report of neglect of duty or commission of irregularity, which if true would result in disciplinary action, shall be thoroughly investigated and judged on its merits. In cases where charges of misconduct, irregularity, or neglect of duty are made, the employee concerned will be given full opportunity to answer such charges. The Department recognizes the principle of equal penalties for offenses of similar gravity.

Membership in Employee and Other Organizations

Unless forbidden by law, every employee has the right to join or to refrain from joining any organization or association of employees. In the exercise of this right, they shall be free from all restraint, interference and coercion on the part of administrative and supervisory personnel or other employees. Recognition of this right, of

Help the employee become adjusted to his situation, to give the best service on the job in terms of mutually understood standards of performance and accomplishments, and to help him progress for broader service and for advancement to work of greater responsibility.

Development on the job of the abilities of employees is a major responsibility to be shared both by employees and by those who supervise their work.

Safety, Health, and Welfare

Safe, sanitary, and healthful working conditions will be provided for all employees. Each employee will be expected to perform his work in such a way as to prevent damage to property or injury to himself or others. Because annual vacations are important to maintain health and efficiency, employees will be encouraged to take planned annual leaves, and supervisors should schedule work accordingly. The Department will encourage the development of and will cooperate with organized employee activities.

Salaries and Wages

Employees will receive uniform compensation for work of equal difficulty and responsibility, in accordance with whatever compensation plan applies to the class of employees concerned.

Honors and Awards

Exceptional and meritorious contributions of employees to efficient and constructive public service shall be recognized by honor awards, cash awards, within-grade promotions, letters of commendation, or other appropriate means.

Conduct

Each report of neglect of duty or commission of irregularity which if true would result in disciplinary action, shall be thoroughly investigated and judged on its merits. In cases where charges of misconduct, irregularity, or neglect of duty are made, the employee concerned will be given full opportunity to answer such charges. The Department recognizes the principle of equal penalties for offenses of similar gravity.

Membership in Employees and Other Organizations

Unless forbidden by law, every employee has the right to join or to refrain from joining any organization or association of employees. In the exercise of this right, they shall be free from all restraint, interference and coercion on the part of administrative and supervisory personnel or other employees. Recognition of this right of

course, is not to be construed as recognition of the right of an employee of this Department to strike, since a strike or a resort to any other form of work stoppage against the Government on the part of an employee is forbidden to him by law as totally incompatible with the methods and purposes of democratic government.

Grievances

The Department wants employees to give frank expression of their complaints. Supervisors whenever possible will adjust employees' grievances promptly and satisfactorily. The Department will maintain a system for the appealing of employees' grievances and all employees are privileged to use this machinery without reprisal.

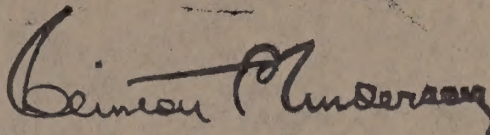
Political Activity

Employees are expected to conform to the spirit as well as to the letter of all applicable laws, rules, and regulations prohibiting, restricting, or governing their participation in political management, campaigns, elections, and the holding of public office.

Retirement

The Department encourages the use of all provisions of the present retirement system to the mutual advantage of the public service and employees. Employees who are prevented from rendering satisfactory service by physical or mental disability will be recommended for retirement.

The Department will constantly strive for a liberal retirement system as a fitting climax to a fruitful career in public service.



Secretary

Date:

October 22, 1947

~~May 16, 1947.~~

course, is not to be construed as recognition of the right of an employee of this Department to strike, since a strike or a resort to any other form of work stoppage against the Government on the part of an employee is forbidden to him by law as totally incompatible with the methods and purposes of democratic government.

Grievances

The Department wants employees to give frank expression of their complaints. Supervisors whenever possible will adjust employees' grievances promptly and satisfactorily. The Department will maintain a system for the appeal of employees' grievances and all employees are privileged to use this machinery without reprisal.

Political Activity

Employees are expected to conform to the spirit as well as to the letter of all applicable laws, rules, and regulations prohibiting, restricting, or governing their participation in political management, campaigns, elections, and the holding of public office.

Retirement

The Department encourages the use of all provisions of the present retirement system to the mutual advantage of the public service and employees. Employees who are prevented from rendering satisfactory service by physical or mental disability will be recommended for retirement. The Department will constantly strive for a liberal retirement system as a fitting climax to a fruitful career in public service.



Secretary

Date: _____